

DIRECTOR OF PUBLIC WORKS

Position Purpose:

The purpose of this position is to perform complex supervisory, administrative, professional and civil engineering work in planning, directing and managing the operations of the Department of Public Works to include road maintenance and construction, snow and ice control, tree maintenance, cemetery maintenance, town buildings and grounds maintenance and maintenance of all Public Works and Town vehicles; performs all other related work as required.

Supervision:

Supervision Scope: Performs complex and highly responsible duties requiring a high level of initiative and independent judgment in the planning, administration and execution of the department's programs and services, and in the direction and motivation of personnel; employee works independently in formulating decisions regarding all aspects of operations.

Supervision Received: Works under the policy direction of the Town Administrator, with considerable latitude for independent judgment and action. Employee functions independently referring specific problems to supervisor only where clarification or interpretation of town policy or procedure is required.

Supervision Given: Supervises all department personnel including up to five crewmembers and four seasonal employees.

Job Environment:

Work is generally performed under typical office conditions. Incumbent is additionally exposed to variable outdoor weather conditions and hazards associated with construction sites and public works projects.

Regularly operates light trucks, heavy equipment, pneumatic tools, computer, telephone, and standard office machines.

Makes frequent contacts requiring perceptiveness and discretion with other town officials, town boards and commissions, local, state and federal agencies, vendors, engineers, attorneys, and with the general public.

Has access to all department-related confidential information.

Errors in judgment and administration may have far-reaching effects on the Town's ability to deliver services and may result in lower standards of service, substandard construction

and inadequate maintenance programs with consequent danger to public health and safety; errors in supervisory and financial decisions could result in excessive costs for both construction and maintenance programs.

Essential Functions:

(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)

Plans, directs, and administers all aspects of the Department of Public Works. Directs the design, construction, repair and/or maintenance of all town roads, park and recreation areas, bicycle paths, transfer station and roadside trees. Prepares technical specifications and detailed cost estimates for special projects to be undertaken. Assures proper maintenance of Town equipment and vehicles developing replacement plans as appropriate. Maintains records of department activities and prepares monthly and annual reports.

Prepares departmental operating and capital budgets; coordinates efforts with the Town Administrator and other boards and committees. Administers all department expenditures including payroll, accounts payable and contracts for outsourced services.

Schedules and provides effective overall supervision and training and motivation for regular and seasonal department personnel; assists in recruitment process of department personnel; prepares and conducts performance evaluations and recommends other personnel actions; responsible for the implementation of the union contract; and recommends hiring of and directs contract services.

Provides supervision and guidance to regular and seasonal employees. Performs evaluations and oversight of union contract.

Responsible for all project planning and coordination. Establishes contracts with, manages and oversees contractors and vendors involved in construction, installation, maintenance and procurement for all public works projects and work. Acts as a Clerk of the Works as necessary.

Reviews submittal requests from utility companies, private contractors and private homeowners for disruptions of public ways including acting as Trench Permitting Officer.

Maintains control and integrity of the town's fuel supply.

Develops, recommends and implements departmental policies and procedures in compliance with state and federal regulations.

Communicates with local, state and federal agencies as well as other town department heads to help solve and deal with issues affecting the Public Works Department and Town.

Coordinates all snow and ice removal operations including having an assigned plow route. Oversees seasonal help when assisting in plowing and sanding operations.

Maintains current knowledge of Public Works operations by doing research, attending seminars and communicating with other Department Heads in other Towns.

Obtains state and federal grants and loans for public works projects and purchases.

Responsible for the care and maintenance of all non-school Town buildings. Responsibilities include but not limited to custodial services, routine inspections, development and implementation of a facilities maintenance plan. Maintain all town-owned land. Works with the Cemetery Commission to manage the cemetery operations including burials, graveside preparation, lot sales, grounds maintenance and expansion as needed. Works with the Parks Commission and other entities to maintain recreational and open space land.

Performs similar or related work as required, directed or as situation dictates.

Recommended Minimum Qualifications:

Education, Training and Experience:

Associate's Degree in civil engineering or public administration preferred, with a minimum of 7 years of related experience, including two years of municipal management experience, as well as supervisory experience; or any equivalent combination of education and experience.

Special Requirements:

Possession of a valid Massachusetts Class B driver's license with air brakes.
Licensed Registered Professional Engineer in Massachusetts desirable
Hoister's 2B Hydraulic License.

Knowledge, Ability and Skill:

Knowledge: Comprehensive technical and practical knowledge of the materials, method and techniques relative to public works projects and issues; thorough knowledge of public works financing and administration; thorough knowledge of computer applications in engineering design and drafting, word processing, data collection and spreadsheets.

Ability: Ability to plan, assign and supervise the work of groups of employees engaged in a variety of department construction and maintenance operations. Ability to prepare, present, and administer budgets and capital expenditure/projects. Ability to maintain good public relations. Ability to read, understand, and interpret technical documents such as site

plans and blueprints; ability to prepare technical reports. Ability to communicate effectively in both written and oral form. Ability to work effectively under time constraints to meet deadlines.

Skill: Proficient in computers skills and applications of Microsoft word, excel, outlook and various public works equipment.

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Minimal physical effort generally required for work involved in the office; work may require employee to traverse rough or uneven territory when overseeing departmental activities; may occasionally lift and/or move objects weighing up to 100 pounds such as tools/equipment, supplies and construction objects. Accesses all levels of a construction site/building/structure, traverses uneven terrain, climbs a ladder, and enters and exits from vehicles. Manually operates all tools and vehicle controls. May spend the whole or a large portion of shift walking and standing. Communicates verbally and in writing. Vision and hearing at or correctable to normal ranges.

(This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.)