

Position Purpose:

Performs complex supervisory, administrative, professional and civil engineering work in planning, directing and managing the operations of the Department of Public Works, including Cemetery, Engineering, Highway, Sanitation, Town Buildings, Tree Care, and Water. Maintains and improves the efficiency and effectiveness of all areas under his/her direction and control. Performs all other related work as required.

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.)

- Conducts short and long-term planning; establishes objectives and goals; formulates standards and policies; and provides opportunities for personnel development, provides leadership for the execution of programs approved for implementation, management of projects accomplished in house and by contract; and monitors/supervises the day-to-day maintenance of the Town's infrastructure.
- Plans, organizes, directs and coordinates the activities of the department; confers with town officials in determining plans and policies to be observed in the conduct of department operations.
- Establishes program and project policies with the approval of the Town Administrator, prescribes general rules, regulations and administrative policies for the department; directs the preparation and maintenance of necessary records and reports.
- Supervises subordinates and ensures staffing levels, including contracted services, are adequate to meet seasonal requirement; conducts regular inspections of work sites to ensure compliance with departmental policies and technical requirements.
- Ensures the DOT/FHWA Drug and Alcohol screening regulations are enforced.
- Directs engineering functions in planning, supervision, and preparation of Town maps, plans, specifications, projects, and the application of technical tools, solutions, and resources.
- Prepares, submits and administers the annual departmental budget, and the capital improvement plan; recommends the purchase of equipment, staffing levels and improvements of the department; assists others with the development, presentation and execution of the Capital Improvement Program.
- Monitors the review of development projects; provides technical assistance to various boards and committees related to public infrastructure; monitors inspection services and technical compliance with construction standards; meets with stakeholders to discuss current and proposed work, work problems and work procedures; meets with various civic organizations to discuss public works progress, needs and problems.
- Assists with collective bargaining negotiations; administers and enforces the collective bargaining agreement, personnel policies; and personnel management issues.
- Plans and coordinates education and training programs for employees, including safety training.
- Assists with developing public policy recommendations for consideration by the Board of Selectmen.
- Provides consultation to Town Boards, Committees, Commissions and departments on public works.
- Responds professionally and responsibly to inquiries by the public and press; disseminates information to organizations and the public regarding department activities, programs, goals and objectives.
- Generally, plans, constructs, directs and provides for the effective coordination and delivery of public works projects, services and products for other Town departments; and provides for the coordination of internal department work and activities with outside contractors and agencies.
- Attends Board of Selectmen, Town Meeting, and other meetings as necessary.

- Performs similar or related work as required, directed or as situation dictates.
- Determines the need for contracted services for construction, rehabilitation or repair of infrastructure; develops plans, specification and contract documents for public bids; administers and monitors contracts to assure compliance with terms and conditions.
- Directs and oversees public procurement for Building (MGL c. 149) & Public Works Construction (MGL C.30, s.39M), Public Works Material (MGL c.30, s.39M), and Goods & Services (30B).

Recommended Minimum Qualifications:**Education, Training and Experience:**

Bachelor's Degree in civil engineering,, public administration, or a related field; seven years responsible supervisory or administrative experience in municipal government; or any equivalent combination of education and experience. Eligible to be bonded by an insurance carrier. Valid Massachusetts motor vehicle operator's license. Registration as a Professional Engineer preferred but not required. Possession of an unrestricted Construction Supervisor License from the Commonwealth of Massachusetts preferred but not required.

Knowledge:

Working knowledge of town government; working knowledge of departmental operations including civil engineering and costs associated with building maintenance and rehabilitation practices and procedures. Working knowledge of other town departments, state and federal agencies; working knowledge of personnel and state procurement regulations and Chapter 90 regulations; working knowledge of department budgetary procedures, record keeping, cost accounting and information flow techniques and practices; working knowledge of municipal water and waste water treatment operations and related distribution and pumping systems. Working knowledge of ground and facility maintenance techniques as they pertain to buildings, roads, water mains, sanitary and water drains, electrical lines and conduits. Thorough knowledge of local, state and federal laws regarding public works management & operations.

Abilities:

Ability to communicate work assignments and supervise subordinates; ability to express ideas effectively, both orally and in writing; and the ability to develop and monitor the effectiveness of short and long range operational plans. Ability to deal tactfully with disgruntled members of the public. Ability to establish and maintain effective working relationships with employees, the public, local officials, state and federal regulatory authorities. Ability to make recommendations on matters of major policy and on complex technical and administrative problems Ability to drive a motor vehicle.

Skills:

Excellent budgetary, planning and organizational skills. Ability to write reports to Administration and elected officials, for public consumption. Computer skills including the use of Microsoft Office, Excell, PowerPoint, Munis and GIS. Strong supervisory and mentoring skills.

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.)

Physical Skills

Work requires some agility and physical strength, such as moving in or about construction sites or over rough terrain, or standing or walking most of the work period. Occasionally, work may require lifting heavy objects and carrying them (up to 60 lbs.). There may be need to stretch and reach to retrieve materials.

Motor Skills

Duties are largely mental rather than physical, but the job may occasionally require minimal motor skills for activities such as moving objects, operating a telephone system, computer and/or most other office equipment, typing and/or word processing, filing, sorting, working with hand tools such as a hammer, screw driver or shovel, and operating a motor vehicle.

Visual Skills

Visual demands require routinely reading documents for general understanding, reading documents for analytical purposes and reviewing non-written materials (e.g. maps, blueprints, instrumentation for analytical purposes).

Supervision:**Supervision Scope:**

Performs highly responsible work of a complex nature which involves the exercise of independent judgment and initiative in planning and overseeing the operations of the Department of Public Works and in the development and delivery of services to meet community needs.

Supervision Received:

Work is performed under the direction of the Town Administrator. Occasional interaction with elected/appointed officials for policy/financial purposes.

Supervision Given:

Provides direct supervision of all departmental staff; responsible for discipline. Duties include department level responsibility for technical processes, service delivery, and contribution to municipal wide plans and objectives and fiscal responsibility for the department including buildings, equipment and staffing utilization. Consequences of errors, missed deadlines or poor judgment could severely jeopardize department operations or have extensive financial and legal repercussions and/or loss of life.

Job Environment:

- Work is performed under varied conditions, spends some time working outdoors with exposure to weather conditions; may also be exposed to risks related to working near moving mechanical parts. Noise level is usually moderate. Employee may work outside of normal work hours for emergencies or to attend meetings.
- Operates computer, telephone, facsimile machine, copier, calculator, , and other standard office equipment. Operates a motor vehicle.
- Employee has frequent contact with the general public, other town departments, state and federal agencies, boards and organizations, vendors. Contacts are in person, by telephone, and by email and involve an information exchange dialogue.

- Employee has access to all department related confidential material regarding financial, legal and personnel issues.

(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.)

POSITION REQUIRES A BACKGROUND INVESTIGATION.

POSITION REQUIRES A PHYSICAL EXAMINATION, DRUG SCREENING AND CORI INVESTIGATION POST OFFER.