

Job Title: DPW Superintendent	Hours per week: 40	FLSA Status: Exempt
Reports to: DPW Board	Department: Public Works	Grade: Grade 10 (Agreement)
Created date:	Revised date:	Approved date: 08/13/2007
Created by:	Revised by:	Approved by:

**TOWN OF STERLING
DPW SUPERINTENDENT**

Statement of Duties

Complex supervisory, administrative, and professional work in planning, organizing, directing, and supervising the Public Works Department, including building and vehicle maintenance, cemetery, engineering, highway, parks and trees, solid waste, and water, all other related work as required.

Supervision

Works under the policy direction of the Board of Public Works. In addition, on various occasions works closely with the Town Administrator on matters pertaining to the budget, personnel, insurance, grants, town meeting articles, and capital planning.

Performs highly responsible work requiring the exercise of considerable independent judgment and prioritization in planning, directing, and controlling the operation and maintenance of the public works infrastructure for the Town of Sterling; includes maintaining roads, culverts, and drainage.

Supervises both directly and through subordinates, a department of approximately fifteen full time and seasonal part time employees; directly supervises two division heads and administrative staff, while interacting daily with various town departments.

Job Environment

Work is generally divided between typical office conditions and occasional exposure to variable outdoor weather conditions and hazards associated with construction sites and various public works projects.

Frequently required to work outside normal business hours. In addition, may be required to work on weekends and may be contacted at home at any time to respond to important situations and emergencies.

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

Has access to department-oriented confidential information, including personnel records, law suits, collective bargaining negotiations and bid proposals.

Hires, supervises, trains, and conducts annual performance evaluations for department employees.

Observes the policies set by the Personnel by Laws.

Has access to operate a pick-up truck for daily work commute and any other department responsibilities; operates computers and standard office equipment.

Errors in administrative or operational decisions could result in lower standards of service, substandard construction and inadequate maintenance programs, with consequent danger to public and employee 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 illustration 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, including building and vehicle maintenance, cemetery, engineering, highway, parks and trees, solid waste, and water divisions. Formulates, develops, and recommends departmental policies, projects, and procedures; confers with division heads concerning ongoing and future projects.

Directs winter snow operations with a high priority of monitoring weather conditions in order to implement an efficient snow and ice removal policy.

Oversees management of departmental personnel administration, payroll, vacation schedules, labor relations, training, staffing, and evaluation of employees; administers all division budgets; administers all short and long-term planning; maintains department records, business hours, and correspondence.

Conducts public hearings on department projects; represents the Town of Sterling as an expert witness on public works projects.

Acts as spokesperson for the town on public works projects; responds to media questions and inquiries on public works projects.

Reviews all major engineering, design, and construction projects for the department; oversees services and other technical assistance to all other town departments engaged in capital projects, as required.

Coordinates preparation of division budgets; presents annual budget to Town Meeting for approval.

Plans the design and operation of water distribution system, storm drainage systems, road construction and improvements, winter maintenance, cemetery maintenance, and public buildings.

Oversees grounds maintenance projects, equipment maintenance, and various special projects related to public works.

Oversees the competitive bidding process to ensure compliance with applicable regulations; reviews bid proposals and interviews prospective contractors and consultants; monitors and evaluates contractual services for compliance with specifications and applicable conditions.

Administers the Town's recycling and curbside trash pick-up program, through the supervision of the Sanitation Division. Prepares bid documents and works closely with the Recycling Committee and volunteer groups.

Represents the department at a variety of different meetings both within and outside of the Town; is in frequent contact with county, state, and federal agencies to ensure compliance with all laws and regulations affecting the work of the department.

Performs other similar or related work as required or as situation dictates.

Recommended Minimum Qualifications

Education and Experience

Bachelor of Science degree in Civil Engineering or related field and five years progressively responsible experience in municipal public works construction, maintenance, and engineering, three of which are in a management position, strong public administration background highly desirable; or any equivalent combination of education and experience.

Special Requirements

Water and Treatment Operator License II

Massachusetts Motor Vehicle Operator's License

CDL preferred

Hoisting Engineer License Type 2A preferred

ICS 300 should be obtained within one year of hire date

NIMS certification (National Incident Management System)

Knowledge, Ability, and Skill

Knowledge: Comprehensive technical and practical knowledge of the materials, methods and techniques relative to public works projects and issues; thorough knowledge of public works financing and administration.

Thorough knowledge of the materials, methods and techniques relative to road construction and maintenance.

Knowledge of snow and ice control techniques and practices.

Detailed knowledge of the physical characteristics of the town and its road system.

General knowledge of computer applications in engineering design and drafting, work processing, data collection, and spreadsheets.

Ability: Ability to plan, assign and supervise the work of groups of employees engaged in a variety of public works construction and maintenance operations.

Ability to communicate effectively orally and in writing.

Ability to establish and maintain effective and harmonious working relationships with town officials and departments, state agencies and the general public.

Ability to deal with employees tactfully and effectively and maintain positive public relations.

Ability to prepare and administer budgets and to prepare financial reports.

Skill: Excellent management and leadership skills.

Skill in developing policies and procedures to accomplish goals and objectives.

Excellent public relations skills.

Physical Requirements

Minimal physical effort generally required in performing duties under typical office conditions.

Position requires the ability to operate a keyboard and standard office equipment.

The employee is occasionally required to use hands to finger, handle, or feel objects, tools, or controls, and reach with hands and arms.

The employee is frequently required to sit, talk and hear.

Must be able to access work sites over uneven terrain to conduct inspections.

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.