

**Position Purpose:**

This position performs management, supervisory, administrative, and technical work responsible for planning, directing, and managing operations of the Department of Public Works, including administration, highway, DPW properties and buildings, water, forestry, parks, cemetery, and vehicle maintenance. 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.)*

- Manages department employees to ensure essential functions of the department are being completed in a timely manner and with the proper quality.
- Creates and manages the department's budget including both the DPW general fund budget and the water enterprise fund budget.
- Creates and manages the department's capital plan ensuring both the vehicle fleet and the town's infrastructure is being maintained and proper future casting is being implemented.
- Works with state agencies (MADOT, MADEP) to ensure the town is working within proper regulations (i.e., drinking water regulations, etc.)
- Works with consultants to manage projects and studies required or desired throughout the year.
- Oversees the water production and water distribution system to ensure all state and federal guidelines are being met.
- Manages snow and ice removal operations for the town-owned roads.
- Serves as the Town Tree Warden.
- Works with the DPW mechanics to ensure the vehicle fleet is in proper working order and ready for any emergency that may arise.
- Works with the office staff to ensure customer service questions are being dealt with in a timely manner and with proper accuracy.
- Reviews and approves all permits requiring review and approval by the department.
- Formulates policies and program objectives for the department's operation; provides overall direction to operating divisions; plans, organizes and directs departmental activities through subordinate supervisors; ensures that appropriate safety training is implemented.
- Responsible for personnel, including assignment of personnel, evaluation of performance, establishing standards of performance and conduct, administering discipline, attendance, promotional processes, and other personnel management functions.
- Performs similar or related work as required, directed or as situation dictates.

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

Bachelor's Degree in Civil Engineering or a related field; seven years of responsible experience in municipal public works construction, three of which are in a management position; or an equivalent combination of education and experience. Must possess a valid Massachusetts motor vehicle operator's license, Massachusetts Professional Engineer (PE) Certification and Massachusetts Drinking Water D2 and T1 Operator License.

**Knowledge, Ability and Skill:**

*Knowledge:* Considerable knowledge of the principles and practices of public works management. 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 techniques and practices.

*Ability:* Ability to respond to emergencies and solve problems. Ability to plan, assign and supervise the work of groups of employees engaged in a variety of public works construction and maintenance operations. Ability of communicate effectively orally and in writing and to establish and maintain effective and working relationships with town officials and departments, state and regional agencies, the general public, consultants, vendors, and contractors. Ability to work with aggrieved members of the public tactfully and effectively and maintain positive public relations. Ability to prepare and administer budgets and long-term capital plans.

*Skill:* Excellent management and leadership skills. Skill in developing policies and procedures to accomplish goals and objectives. Excellent customer service and public relations skills. Proficient computer 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.*

While performing the duties of this job, minimum physical effort is generally required to perform administrative duties in typical office conditions. The employee is frequently required to stand, walk, sit, speak, and hear and use hands to operate equipment. The employee is occasionally required to lift and move objects weighing up to 30 pounds. Vision and hearing at or correctable to normal ranges.

**Supervision:**

*Supervision Scope:* Performs responsible work of a complex nature which involves initiative and independent judgment in the planning, direction, and administration of the operation and maintenance of the public works infrastructure.

*Supervision Received:* Works under the policy direction of the Board of Public Works.

*Supervision Given:* Directly supervises approximately 15 full-time employees.

**Job Environment:**

- Administrative work is performed under typical office conditions; outside work involves exposure to variable weather conditions and hazards associated with construction sites. The volume of work is subject to emergencies and weather-related conditions. Work environment is moderately noisy. The employee is regularly required to attend evening meetings and work outside of normal business hours; on call to respond to emergencies.
- Operates computer, light truck, hand tools, calculator, copier, facsimile machine, and other standard office equipment.
- Contacts are by phone, through correspondence in writing and email, and in person; contact is with the general public, town staff, consultants, vendors, department heads, DPW Directors in other municipalities and varied state and municipal organizations, and consist of an information exchange dialogue, discussing routine and complex issues.
- Has access to all department-oriented confidential information, including personnel files and contracts.
- Errors in administrative decisions could result in injury to others, delay or loss of service, damage to buildings or equipment, monetary loss, and legal repercussions.

*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.*

***Pay Equity/Equal Opportunity/Americans with Disabilities Act Employer***