

Job Title: Assistant Superintendent - DPW	Hours per week: 40	FLSA Status: Non-Exempt
Reports to: DPW Superintendent	Department: Public Works	Grade: Grade 7(Agreement)
Created date:	Revised date:	Approved date:
Created by:	Revised by:	Approved by:

TOWN OF STERLING
ASSISTANT SUPERINTENDENT- DPW

Statement of Duties

Administrative and professional work in overseeing the operations of the Public Works Department and its divisions, including building and vehicle maintenance, cemetery, engineering, highway, parks and trees, all other related work as required.

Supervision

Works under the administrative direction of the Superintendent of Public Works. Provides on the job training to employees as needed. Performs highly responsible work, requiring the exercise of considerable independent judgment in overseeing the operations and maintenance of public works infrastructure for the town.

Supervises directly the Department's building and vehicle maintenance, cemetery, engineering, highway, parks and trees functional divisions, consisting of full-time employees and season part-time employees; in the absence of the Superintendent of Public Works serves as acting director. Works with the Superintendent, other Assistant Superintendents and Working Foremen on scheduling related work.

Job Environment

Some work is performed under variable conditions; most work is conducted in the field with maintenance exposure to variable outdoor weather conditions and hazards associated with construction, and equipment 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.

Occasionally may operate computers, standard office equipment, power tools, hand tools, automobile, light trucks, heavy equipment. Maintains inventory of division supplies.

In the absence of the Superintendent oversees snowplowing.

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

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

Errors could result in lower standards of service, substandard construction, and inadequate maintenance programs, with consequent danger to public safety and financial and legal repercussions.

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.

Assists the Superintendent in planning, directing, and administering all aspects of the Department of Public Works, including building and vehicle maintenance, cemetery, engineering, highway, parks and trees divisions. Formulates, develops, and recommends departmental policies, projects, and procedures; confers with division heads concerning ongoing and future projects. Monitors road and drainage conditions reports to Superintendent on repairs needed. Basic knowledge of engineering, design, and construction projects for the department; occasionally lays out horizontal and vertical control for construction projects; plans and schedules contractors; inspects work during construction phase for compliance; prepares requisitions for payment; prepares project reports as needed.

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

Works with employees to complete tasks. Works with all Department of Public Works divisions to coordinate day-to-day operations; coordinates operations on DPW projects involving two or more divisions. Serves as acting DPW Director when needed during the absence of the Superintendent.

Assists citizens with issues concerning the Department of Public Works. Represents the Department of Public Works on the Town's Executive Safety Committee to review accidents, workers' compensation claims, and to provide the necessary training to control or eliminate recurrence.

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

Recommended Minimum Qualifications

Education and Experience

High School diploma or Trade School diploma or Associates degree in civil engineering or related field ; five years experience in public works operations, three of which are in a

supervisory position; or an equivalent combination of education and experience.

Special Requirements

Commercial Drivers License (CDL) Class B with air endorsement
Hoisting Engineers License 2B
Hoisting Engineer License Type 2A preferred
Massachusetts Motor Vehicle Operator's License
NIMS certification (National Incident Management System) preferred

Knowledge, Ability and Skill

Knowledge: Basic knowledge of the materials, methods and techniques relative to public works projects and issues; basic knowledge of public works financing and administration. Thorough knowledge of the materials, methods and techniques relative to road construction and maintenance. Thorough knowledge of snow and ice control techniques and practices. Knowledge of the physical characteristics of the town and its road system.

Ability: 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 supervise employees.

Skill: Construction Management skills. Basic budgetary skills.

Physical and Mental Requirements

Moderate to heavy physical effort required in connection with the operation and maintenance of department equipment and performing manual tasks. Physical demands may require the changing of a flat tire and occasional lifting of objects up to 50 pounds. Must be able to access all area of a construction work site. Traffic congestion could be stressful and the incumbent must use caution while driving, particularly during inclement weather. There is likely to be a great deal of standing, walking, sitting, and talking or hearing; use of hands to finger, handle or feel objects, tools or controls and to reach with hands and arms, bending and climbing and working in dimly lit areas. Must be able to hear normal sounds, distinguish sound as voice patterns and communicate orally. Specific vision requirements include close vision and the ability to adjust and focus. The use of equipment can often be conducted in hazardous conditions, and employee must be watchful at all times for potential safety hazards.

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.