

DIRECTOR OF PUBLIC WORKS

Position Purpose

Under the direction of the Board of Selectmen, the Director of Public Works is responsible for the overall supervision, direction, and coordination of the functions and activities of the Department of Public Works in maintaining the Town's public ways and properties, including its buildings and cemeteries, operation of the solid waste transfer station, and ensuring completion of assigned projects. The Director serves as liaison to the Town's Permanent Building Committee and is the Tree Warden for the Town. The Director also serves as the Trench Permitting Authority for the Town. Performs all other related work as required.

Supervision

Supervision Scope: Performs varied and highly responsible work requiring the exercise of significant leadership, independent judgment, and initiative in the planning, administration, and execution of the department's services to meet community needs.

Supervision Received: Works under the administrative direction of the Board of Selectmen, independently formulating decisions regarding daily procedures, operations and department plans, and assuming responsibility for department results. Works according to established professional department and town policies and procedures, standards, special directives, instructions and intent.

Supervision Given: Has supervisory responsibility directly and through subordinates for all department employees. Hires staff, provides daily direction, prepares employee performance evaluations, and counsels and disciplines staff consistent with town policies.

Job Environment

Work is performed both indoors and outdoors, subject to variable weather conditions and the hazards associated with construction sites and public works projects. Administrative work is performed under typical DPW office/garage conditions. Frequently required to work outside of normal business hours; may be required to work on weekends. Occasionally exposed to dusty and noisy conditions. On call for emergencies.

Occasionally operates DPW equipment and machinery as described under *Knowledge, Ability and Skill*. Uses computer, pager, telephone, and other standard office machines and equipment.

Makes frequent contacts with the general public, other town departments/boards/committees, town's consulting engineer, regional, state and federal governmental agencies, residents, vendors, outside engineers and contractors. Contacts require a high level of persuasiveness and resourcefulness to influence the behavior of others. Contacts are in person, in writing, by telephone and e-mail, and require discussing complex managerial, administrative and technical matters.

Has access to all department-oriented confidential information including personnel records, bid proposals and personal information about citizens related to public works matters.

This position requires good judgment and efficient administration; errors may have far-reaching effects on the Town's ability to deliver services and may result in lower standards of service, sub-standard

construction, and inadequate maintenance programs, with consequent danger to public safety; errors in supervisory and financial decisions could have legal and financial repercussions for the Town.

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 extension of the position.

Plans, directs and budgets the activities of the Department of Public Works. Prepares departmental operating, municipal properties and capital budgets; coordinates efforts with the Board of Selectmen, Town Administrator and other town boards/committees. Administers and approves all expenditures, including payroll, accounts payables, and contracts for outside services. Manages and oversees contractors and vendors involved in construction, installation, maintenance and/or material/product procurement in DPW and facilities-related programs. Coordinates as necessary with town's consulting engineer.

Seeks state and federal grants.

Supervises the overall administration and direction of highway operations and Town property, as described below.

Develops work schedule and assignments for all department employees; establishes a time frame for projects and ensures timely completion of tasks and projects; reviews the quality of work performed and ensures that work complies with industry standards. Plans the utilization of manpower and equipment in accordance with work schedules; orders materials and supplies.

Public Ways

Directs, supervises and participates with personnel in road construction and/or repair of streets, roads, sidewalks and related facilities; drainage systems; removal of snow and ice from roadways, including municipal and school parking lots, repair and maintenance of vehicles and equipment; tree maintenance; installation and maintenance of street signs and traffic regulatory signs; safety striping and markings; street sweeping; and roadside brush removal. Sets contractor plow rates, subject to the approval of the Board of Selectmen, and determines extent of each storm event and the number of plow units required.

Responsible for all project planning and coordination including, but not limited to: determining schedules for road construction, street sweeping, street line painting, catch basin cleaning, hydrant flushing, crack sealing, etc.

Reviews proposed improvements to the public ways as requested by the Planning Board. Reviews subdivision plans and inspects subdivisions under construction; advises Planning Board with respect to all proposed public infrastructure improvements. Attends Planning Board meetings as necessary.

Approves all permits for the disruption of public ways, including but not limited to construction and road openings.

Responsible for the review of applications and issuance of trench permits, collection of applicable fees and enforcement of trench protection requirements set forth in the Excavation and Trench Safety Regulations.

Reviews all new roadways prior to submittal for public acceptance and submits recommendations to the Board of Selectmen.

Town Property and Related Operations

Maintains roadside trees, brush or other obstacles around public ways and on Town property as needed.

Maintains all Town-owned land, including conservation and school land.

Maintains all Town buildings, with the general exception of the schools. Responsibilities include, but are not limited to, the provision of custodial services, routine inspections, development and implementation of facilities' maintenance plans.

Maintains all Town wells and water supply and wastewater disposal for public buildings.

Maintains all aspects of the Transfer Station operations including solid waste and recycling operations; arranges for contracts for solid waste and removal of recyclable products, and finding markets for recyclable products. Produces detailed reports to the DEP on solid waste, hazardous waste and recycling collection and disposal.

Manages Cemetery operations including burials, gravesite preparation, lot sales, grounds maintenance, and expansion, in coordination with the cemetery superintendent and if applicable, with the Cemetery Commission.

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

Monitors for insect/pest infestation; executes appropriate management of infestations.

Administrative

Responds to all public inquiries pertaining to the laws, regulations, policies, duties and work of the Department.

Responsible for the acquisition of DPW equipment, subject to the approval of the Board of Selectmen. Pursues state/federal grants for purchase of capital equipment. Oversees the procurement of materials and goods, in coordination with the Chief Procurement Officer.

Provides for maintenance and repair of all Department equipment and municipal facilities and keeping of related logs and records.

Maintains sufficient inventories, equipment, materials and supplies for all conditions.

Estimates the scope of assignments and project costs. Determines types of materials to be used, following established procedures. Plans, schedules and assigns work loads, crews and equipment needed to complete assignments.

Provides for supervision of the Department during times of emergency, at times other than regular work hours, if not personally available for supervision.

Participates, as needed, and monitors progress of Department's work. Maintains records of activities of the Department and prepares and presents reports as required. Prepares, presents and manages the annual departmental budget, as well as the municipal properties and capital budgets.

Coordinates department activities with those of other departments for the most effective and efficient use of personnel and equipment including performance of other related duties as directed or as responsibilities necessitate, including but not limited to setting up and breaking down for Town Meeting and Town elections and other Town sponsored events.

Implements various local, state, and federal laws and programs pertaining to public works and protection of the environment. Maintains up-to-date knowledge of such laws and programs.

Prepares an annual report of department operations, to be included in Town's Annual Report. Prepares other periodic reports detailing department activities and plans, as requested by the Board of Selectmen.

Other

Represents the department at a variety of meetings both within and outside of the Town. Participates in public hearings as necessary. Responds to complaints, concerns, and questions from the public, other town departments, members of the building community, etc.

Attends seminars and informational meetings on a variety of department-related subjects as needed to stay abreast of technology and techniques as it applies to the duties of the Director of Public Works, Tree Warden and Trench Permitting Authority.

Carries cell phone and pager and responds to all emergencies.

Performs such other duties as the Board of Selectmen may from time to time assign.

Recommended Minimum Qualifications

Education, Training and Experience

Bachelor's degree in civil engineering, environmental studies or related field desirable, as well as eight years of public works experience, including two years of supervisory experience; experience in commercial or municipal tree care; or any equivalent combination of education, training and experience, as determined by the Board of Selectmen.

Special Requirements

Class B Massachusetts Commercial Driver's License with airbrake endorsement, and a Class 2B or better hydraulic license are required.

Knowledge, Ability and Skill

Knowledge: Comprehensive technical and practical knowledge of the materials, means and methods relative to public works projects and issues, as well as to facilities maintenance and/or construction. Thorough knowledge of the technical field of highway construction, maintenance, repair, techniques and procedures. Knowledge of the laws, rules and regulations relating to public works projects including contract bidding and award, safety and management. Extensive knowledge of proper facilities maintenance and construction. Thorough knowledge of public works financing and administration. Knowledge of snow and ice control techniques and practices. Extensive knowledge of tree care and their diseases and of insect/pest control. Must understand the safety techniques in public works activities and have the ability to teach safety techniques to subordinates.

Ability: Ability to plan, assign and supervise the work of groups of employees engaged in a variety of public works construction and maintenance operations, as well as in maintenance of grounds and facilities. Ability to establish and maintain effective and harmonious working relationships with town officials and departments, state/federal agencies and the general public. Ability to communicate effectively in written and oral form. Ability to prepare and administer budgets, financial reports and grants. Ability to operate all public works equipment and tools following safety rules. Ability to utilize computer, pager, telephone and other standard office machines and equipment. Ability to read blueprints and engineering plans.

Skill: Strong administrative and management skills are essential. Excellent verbal, written and interpersonal skills. Excellent planning and organizational skills. Skill in the operation of public works tools and equipment, including but not limited to light trucks/automobiles; heavy equipment and trucks; chain saw, hydraulic saw and other related equipment to trim and top trees, remove branches and limbs from decayed/hazardous trees; and welding equipment, hand tools, and other public works tools and 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.

Must be able to access all areas and levels of a construction site and/or building, and is frequently required to spend several hours walking or standing. Required to climb or balance on temporary construction stairways, temporary staging, ladders and ladder staging. Stoops, kneels, crouches, and/or crawls; enters and exits from trucks/vehicles. Required to operate tools, equipment and controls. Lifts and/or moves objects weighing up to 60 pounds such as tools, equipment, supplies, etc. Physical ability to operate light and heavy DPW equipment.

Office conditions require the ability to operate a computer and standard office equipment for extended periods of time. The employee is frequently required to sit for prolonged periods. May spend extended periods at computer terminal, on telephone or operating other office equipment.

(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.)