

## DIRECTOR OF PUBLIC WORKS

### **Position Purpose**

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, properties and facilities, including its buildings and cemeteries, the Hager well and Blanchard School /Sargent Library shared septic system, and operation of the Town's solid waste and recycling Transfer Station. 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. The Director 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 overall direction of the Board of Selectmen, while independently formulating decisions regarding daily procedures, operations and Department plans. Responsible for all Department results. Works according to established Department and Town policies and procedures, professional standards, special directives, instructions and intent.

*Supervision Given:* Has supervisory responsibility directly and through subordinates for all Department employees. Hires staff, provides daily direction, and prepares employee performance evaluations and annual reviews; counsels and disciplines staff consistent with Town policies. Responsible for direction, guidance and supervision of the Department foremen and administrative staff. Occasionally, as required, provides on-site supervision of the foremen and line crews on such projects as road paving and large, complex projects. From time to time, may be required to work "hands-on" with the crews.

### **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. Some administrative work may be performed under typical DPW office/garage conditions. May be required to assist with snow plowing operations. Exposed to dusty and noisy conditions typical of any DPW.

Frequently required to work outside of normal business hours; may be required to work on weekends and must be on call for emergencies.

Occasionally operates DPW equipment and machinery. Uses computer, pager, telephone, and other standard office machines and equipment.

### **Distinguishing Characteristics**

Works under the direction of the Board of Selectmen and works closely with a member of the Board, who acts as liaison to the DPW.

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

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

Errors in judgement and efficient administration 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.*

Responsible for the overall administration, direction and supervision of public works operations and activities, including, but not limited to the design, construction and/or maintenance and repair of streets, roads, sidewalks and related facilities, and municipal parking lots; ensures storm water drainage systems are properly mapped and maintained. Responsible for maintenance of vehicles and equipment, and all Town-owned land and property, including recreation fields and facilities, conservation land and trails. Ensures trees, brush or other obstacles around public ways or on Town property are properly maintained and cleared as needed. Responsible for snow and ice removal from town public ways, parking lots and sidewalks. Manages the operations and maintenance of the town transfer station.

Responsible for all Town-owned wells and water supply and wastewater septic systems for public buildings, including the contracting of services of a licensed public water supply operator for maintenance of the Hager Well Public Water Supply and Blanchard/Sargent shared septic system.

Performs long-range planning and coordination of departmental related projects and strategies including estimates of capital funding and operational impacts. Prepares applications and documentation for state and federal grants for public works related projects. Secures and administers grant programs; prepares varied reports and documents as required or requested by governmental and non-governmental agencies and Town officials; maintains a current knowledge of legislative and technical developments affecting Public Works through research and attendance at meetings/seminars.

Approves final work schedule and assignments for all department employees; utilizes manpower and equipment in accordance with work schedules; establishes time frame for Public Works projects and ensures timely completion of tasks and projects within budget and in accordance with approved specifications. Working closely with Town's consulting engineer, reviews the quality of work performed and ensures that work complies with industry standards to ensure the proper fulfillment of the contract. Coordinates with consulting engineer to perform compliance inspection of work performed by contractor crews. Approves materials and supplies orders. Approves department payroll.

Prepares plans, specifications, and contract documents for public works construction projects.

Prepares and manages the capital plan and budget for the department. Works with the Inspector of Buildings to develop a Town-wide facilities maintenance plan that is reflected in the Town's overall capital plan.

Responsible for the proper maintenance, construction, and repair of Public Works facilities and infrastructure. Responsible for the specification and acquisition of DPW equipment, equipment and supplies subject to approval by the Board of Selectmen and in compliance with procurement laws. Approves acceptance of vehicles. In conjunction with goals established by the Board of Selectmen, establishes priorities for Department operations.

Prepares, presents, manages and administers the overall Public Works department operating budget. Maintains appropriate records.

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

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

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

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

Works with the Cemetery Superintendent and/or the Cemetery Commission on burials, gravesite preparation, grounds maintenance, and expansion.

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

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

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

Ensures that all personnel have the necessary safety training for operation of DPW vehicles and equipment and have valid licenses and certificates.

Responsible for Department during emergencies, including the preparation of a contingency plan for a qualified supervisor to take the Director's place should an emergency occur when the Director is not available.

In coordination with other Town boards and departments, organizes and directs DPW efforts in support of Boxborough's obligations and responsibilities under the EPA/DEP MS4 Permit.

Prepares an annual report of Department operations, for inclusion in the Town's Annual Report. Also prepares other periodic reports detailing Department activities and plans, as requested by the Board of Selectmen.

Carries cell phone and pager and responds to all emergencies.

The Director performs such other duties as the Board of Selectmen may from time to time assign.

### **Recommended Minimum Qualifications**

#### **Education, Training and Experience**

A bachelor's degree in civil engineering, environmental studies, or a related field is preferred, as well as eight years of public works experience, including two years of management 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**

A 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 procurement, 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. Knowledge of tree care and insect/pest control is a plus. Must understand proper safety techniques needed for 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, including maintenance of grounds and facilities. Ability to establish and maintain effective and harmonious working relationships with Town officials and departments, state and 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 a computer, pager, telephone and other standard office machines and equipment. Ability to read blueprints and engineering plans.

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

**Physical Requirements**

*The physical demands listed are representative of those that must be met by the employee to successfully perform the essential function of the job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the job.*

Ability to access all areas and levels of a construction site and/or building required; frequently required to spend several hours walking or standing. Climbing or balancing on temporary construction stairways, temporary staging, ladders and ladder staging and trees required. Must be able to stoop, kneel, crouch, and/or crawl; ability to enter and exit from trucks/vehicles. Required to operate tools, equipment and controls. Must lift and/or move objects weighing up to 60 pounds such as tools, equipment, and supplies. Must have the physical ability to operate light and heavy DPW equipment.

Office conditions require the ability to operate a computer and standard office equipment. Frequently required to sit for prolonged periods and may spend significant time at a computer terminal, on the telephone, or operating other office equipment.

*The duties listed above 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. This position description does not constitute an employment agreement between the Town and the employee and is subject to change by the Town as the needs of the Town and requirements of the job change.*

Position description received by: \_\_\_\_\_

Date: \_\_\_\_\_