



Job Title	Director of Public Works
Department	Public Works
Employment Status	Full-Time
Exempt/Nonexempt Status	Exempt

Scope of Work

The Director of Public Works is responsible for the overall supervision, operations, and management of the Department of Public Works (DPW) and the provision of its various services to residents. The position serves as a member of the Town's senior leadership team.

Supervision

Received	Town Manager
Exercised	All personnel within the Department of Public Works

Essential Job Functions

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function to satisfaction.

- Provides oversight of the DPW for daily operations of several divisions related to the physical infrastructure of the Town, ranging from streets and transportation, maintenance and construction, traffic and parking control, forestry and parks maintenance, water treatment and water and wastewater collection, stormwater maintenance, solid waste and recycling collection, fleet maintenance, snow and ice control, facilities and building maintenance, and the provision of civil engineering services.
- Provides direction over all functional areas of the DPW, including personnel management, customer service, contract and project management, training, education, coordination with outside consultants, etc.
- Develops and manages the department's overall strategic plan and initiatives.
- Directs the development of objectives, plans, and goals for operational budgeting and capital planning related to public works; presents budget recommendations and justifications; reviews and analyzes objectives and accomplishments against budgets; oversees specifications and procurement of department supplies, materials, and equipment.
- Represents the DPW to various boards and committees and represents the municipality before state and federal agencies; may serve on boards and committees as they pertain to public works.
- Provides direct and indirect supervisory oversight of all DPW employees.

- Provides recommendations as they pertain to contract negotiations and the administration of collective bargaining agreements; hears and resolves employee grievances within the municipal organization.
- Serves as lead in Emergency Management response to all events that impact infrastructure.
- Oversees all snow and ice operations to maintain safe roadways during storms and inclement weather.
- Responsible for adhering to local, state, and federal regulations pertaining to all functional areas of the department as well as the timely submittal of all required regulatory permits and reports related to municipal infrastructure; secures and administers grant programs; maintains current knowledge of regulations as they pertain to public works.
- Provides overall supervision of all personnel and recommends their compensation, promotion, transfer, or dismissal as appropriate and in accordance with local bylaws and applicable regulations.
- Receives and resolves public questions and concerns; provides information to the media and performs related public relations functions; represents the Town at local or regional meetings as they pertain to civic engagement or public works professional organizations.
- Performs other related job duties as required.

Education and Experience

Any equivalent combination of the below-listed education, training, certification, and experience, is qualifying:

- Bachelor's degree in business, public administration, civil engineering, or related field.
- 10+ years of related experience
- Valid driver's license.

Beneficial:

- Master's in Related field.
- Professional Engineer (PE) license.
- Massachusetts Certified Public Purchasing Official (MCCPO) or ability to obtain within one year of hire date

Knowledge, Ability, and Skill

In addition to appropriate education and experience, the individual should also have the following knowledge, abilities, and skills:

Knowledge of	• Concepts, methods, techniques, and materials involved in the management of public works operations. • Municipal government operations, including local, state, and federal permitting and funding opportunities. • Thorough knowledge of public works financing and administration. • Snow and ice control techniques. • Materials, methods, and techniques relative to road construction and maintenance. • Detailed knowledge of the physical characteristics of the municipality and its roads, sewers, stormwater drains, bridges, culverts, and major geographic markers. • Civil infrastructure and municipal facilities. • Computer applications in engineering design and drafting, word processing, data collection, and spreadsheets.
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	• Procurement laws and various local, state, and federal regulations governing public works operations.
Ability to	• Read and understand a variety of technical documents. • Communicate orally and in writing effectively and deal professionally with a variety of people. • Plan, assign, and supervise the work of groups of employees engaged in a variety of public works construction and maintenance operations across disciplines. • Establish and maintain effective and harmonious relationships with employees, municipal officials, the public, and others. • Prepare and administer budgets and to prepare financial reports.
Skill in	• Excellent management and leadership skills. • Budget development and oversight. • Strategic thinking and decision making. • Oral and written communications. • Public relations • Time management • Developing policies and procedures in order to accomplish organizational goals.

Physical and Environmental Working Conditions

The physical and environmental demands described here are representative of those that must be met by an employee to successfully perform the essential function of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Performs administrative work in an office environment; hand-eye coordination is necessary to operate computers and various pieces of office equipment. Specific vision abilities required by this job include close vision and the ability to adjust focus
- Work outside of the office may involve exposure to conditions such as uneven terrain, confined spaces, heights, hot or cold temperature extremes, dirt, grease, fumes, intense odors, unkept residences, and loud noises.
- Sits or stands, with intermittent periods of stooping and walking. May be required to move objects such as files, boxes of paper, office supplies, and office equipment.
- Applies motor skills to move objects, file and sort documents, and use office equipment such as telephones and computers.
- Routinely reads documents for general understanding and analytical purposes, including handwriting, maps, blueprints, and forms; inspects surroundings and fine details to assess conditions of materials, equipment, landscapes, and buildings; and reviews detailed information displayed on a computer screen.
- Must occasionally lift and/or move up to and including 20 pounds.