



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

Scope of Work

The Assistant Director of Public Works/Operations is responsible for planning and overseeing operations in the areas of Highway, Recycling and Solid Waste, Parks & Forestry, Water, Sewer, Drains, and Fleet. Under the direction of the Director of Public Works, this position manages the operational environment of the Public Works department to advance its objectives. The Assistant Director of Public Works/Operations acts as the Director of Public Works when the Director is unavailable.

Supervision

Received	Director of Public Works
Exercised	5 full-time employees in management positions

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 several DPW divisions related to the physical infrastructure of the Town, ranging from Fleet, Parks & Forestry, Recycling & Solid Waste, Streets & Transportation, and Water & Wastewater; plans, organizes, and directs operational activities through relevant Superintendents and their staff; coordinates departmental operations across the organization.
- Oversees the development of broad-based, long-term goals and objectives across subordinate divisions; establishes criteria for program and performance evaluation, departmental policies, and procedures; continuously seeks to improve operational efficiency and the provision of departmental services.
- Provides training and support resources for all divisions; offers recommendations for personnel matters ranging from performance evaluation, discipline, and resolving complaints; provides recommendations as they pertain to collective bargaining negotiations and the administration of agreements.
- Manages and implements comprehensive health and safety program for all divisions; assists in the development, implementation, and operationalization of emergency operations policies and procedures.

- Works directly with departmental leadership to prepare, implement, and manage annual operating and capital budgets for the department; analyzes expenditures and budgets; develops financial control measures; presents spending recommendations.
- Oversees the specification and procurement of supplies, materials, and equipment across the organization; secures and administers grant programs and prepares reports and documents required by local, state, and federal regulatory authorities.
- Develops, recommends, and continuously revises organizational procedures and safety regulations in order to improve operations, increase efficiency, and protect the safety of personnel; oversees DPW risk management programs.
- Oversees departmental responses to public inquiries and concerns, ensuring timely and appropriate communication to the general public.
- Confers with municipal officials in support of departmental operations; attends public meetings to provide technical information; coordinates across divisions and functional areas of the department in the provision of information and services to the public; represents the Town at local or regional meetings as they pertain to civic engagement or public works professional organizations.
- Participates in continuing education in order to maintain and enhance knowledge of best practices in public works administration through peer association and attendance at seminars, meetings, etc.
- May be expected to perform the duties of the Director of Public Works in their absence.
- 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
- 7 to 10 years of related experience, including supervisory responsibilities
- Valid driver's license.

Beneficial:

- Massachusetts Certified Public Purchasing Official (MCCPO) or the ability to obtain within 1 year of hire.
- Masters degree in related field

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.

	<ul style="list-style-type: none"> • Civil infrastructure and municipal facilities. • Computer applications in engineering design and drafting, word processing, data collection, and spreadsheets. • Procurement laws and various local, state, and federal regulations governing public works operations.
Ability to	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • Excellent management and leadership. • Public relations. • Time management. • Developing policies and procedures 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 weighing up to 30 lbs.
- 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.