

# SUPERINTENDENT OF PUBLIC WORKS

## Definition

Professional, administrative, and supervisory work in planning, directing, and managing the operations of the Department of Public Works; all other related work as required.

## Supervision

Works under the policy direction of the Board of Selectmen and under the administrative direction of the Town Administrator.

Performs highly responsible duties requiring the exercise of considerable independent judgment in planning and inspecting the construction of public works projects and in determining the scope and scheduling of maintenance projects.

Supervises a department of approximately twenty-five full-time employees.

## Job Environment

Work is generally performed under typical office conditions; occasional exposure to variable outdoor weather conditions and hazards associated with construction sites; required to work during the evenings when attending board meetings; on call 24 hours to respond to emergencies.

Operates automobile, computers and standard office equipment such as telephone, copier, and facsimile machine.

Makes regular contacts requiring perceptiveness and discretion with other Town officials, Town boards and commissions, local, State and federal agencies, engineers, attorneys, architects, and with the general public; most contacts are by telephone and in person; most contacts are professional in nature and require discussing highly complex information related to DPW activities.

Errors in administrative decisions could result in lower standards of service, substandard construction and inadequate maintenance programs with consequent danger to public safety; errors in supervisory and financial decisions could result in excessive costs for both construction and maintenance programs.

## Essential Functions

*(The essential functions or duties listed below are intended only as illustrations of*

*Exempt Employee*

*Ayer, Massachusetts  
Superintendent of Public Works*

1-4-99

following divisions: water, sewer, highway, equipment repair, and solid waste; formulates, develops, and recommends departmental policies, projects, and procedures; implements and administers policies and directives of the Board of Selectmen; supervises assigned personnel to carry out the goals and programs of the department.

Prepares department budgets and short and long-range capital expenditure programs; supervises payroll and accounts payable.

Responsible for the maintenance and repair of all Town roads and for the removal of snow and ice from Town roads during winter months; maintains signs, street lights, and storm drainage system.

Works with the Planning Board; acts as engineering expert to insure compliance on various planning related projects.

Maintains and operates the Town's wastewater treatment plant; ensures that wastewater treatment facility and site complies with applicable environmental regulations and standards; confers with State and federal officials on matters of environmental concern.

Maintains and improves the Town's sewer network which includes numerous pumping stations.

Maintains and operates a water filtration plant and water distribution system; ensures compliance with all requirements of the Safe Drinking Water Act, and Clean Water Act.

Supervises the operation of a solid waste transfer station; manages and promotes an active Town-wide recycling program and center.

Manages the Department's personnel; makes recommendations on discipline, hiring and firing to the Board of Selectmen; handles all labor relations, training, staffing, and evaluation of employees; maintains departmental records and correspondence.

Supervises the building, grounds, and equipment of the Public Works Department and makes provisions for necessary maintenance, alterations, new construction and replacement as required; oversees the maintenance of all DPW trucks and heavy equipment.

Oversees the competitive bidding process to ensure compliance with applicable regulations; reviews bid proposals and interviews prospective contractors and consultants; monitors and evaluates contractual services for compliance with specifications and applicable conditions.

May serve on regional or district committees; seeks state and federal grants.

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

### **Recommended Minimum Qualifications**

#### **Education and Experience**

Bachelor of Science Degree in civil engineering; five years of progressively responsible experience in municipal public works construction and maintenance, three of which are in a supervisory capacity; or any equivalent combination of education and experience.

#### **Special Requirements**

Licensed as a Massachusetts Registered Professional Engineer

Massachusetts Class D Motor Vehicle Operator's License

Certified Operator - Wastewater, Commonwealth of Massachusetts

Certified Operator - Water, Commonwealth of Massachusetts

#### **Knowledge, Ability and Skill**

**Knowledge:** Comprehensive technical and practical knowledge of the materials, methods and techniques relative to public works projects and issues. Thorough knowledge of public works financing and administration. Proficient in the State and federal regulations relative to water quality and distribution, wastewater treatment, sewer distribution and transfer stations. An understanding of computer applications in engineering design and drafting, word processing, data collection, and spreadsheets. Detailed knowledge of the physical characteristics of the town and its roads and water systems. Thorough knowledge of the materials, methods and techniques relative to equipment maintenance.

**Ability:** Ability to plan, assign and supervise the work of groups of employees engaged in a variety of public works construction and maintenance operations. Ability to maintain favorable public relations. Ability to communicate effectively orally and in writing.

**Skill:** Skill in developing policies and procedures to accomplish goals and objectives.

#### **Physical Requirements**

Minimal physical effort generally required. Ability to operate a keyboard. Work requires frequent standing and walking and the operation of a passenger automobile. Vision and hearing well within "normal ranges." May be required to stoop, kneel, climb or balance when inspecting a construction site. May be required to lift materials or equipment weighing up to 60 pounds.

*(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.)*