

## **SUPERINTENDENT OF PUBLIC WORKS**

### **Position Purpose:**

The purpose of this position is to perform complex supervisory, administrative, and professional work in planning, organizing, directing, and managing the Department of Public Works; performs all other related work as required. The Superintendent of Public Works is responsible for maintaining and improving upon the efficiency and effectiveness of all areas under his/her direction and control.

### **Supervision:**

*Supervision Scope:* Performs complex and highly responsible duties requiring a high level of initiative and independent judgment in the planning, administration and execution of the department's programs and services, and in the direction and motivation of personnel; employee works independently in formulating decisions regarding all aspects of operations.

*Supervision Received:* Works under the administrative direction of the Town Administrator, with considerable latitude for independent judgment and action. Employee functions independently referring specific problems to supervisor only where clarification or interpretation of town policy or procedure is required.

*Supervision Given:* Supervisors all department employees (approximately twenty full time).

### **Job Environment:**

Work is generally performed under typical office conditions. Incumbent is occasionally exposed to variable outdoor weather conditions and the hazards associated with construction sites and public works projects. Incumbent is frequently required to work outside of normal business hours and attend regular evening meetings. In addition, incumbent may be required to work on weekends and may be contacted at home at any time to respond to important situations and emergencies.

Regularly operates an automobile, computer, telephone, and standard office machines.

Makes frequent contacts with the general public, other town departments, various town boards and committees, regional and state governmental agencies, vendors, and consultants. Contacts are in person, in writing, and by telephone and require discussing highly complex managerial, administrative, and other matters.

Has access to all department-oriented confidential information including personnel records, bid proposals, and collective bargaining issues.

Errors in judgment and administration may have far-reaching effects on the Town's ability to deliver services and may result in lower standards of service, substandard construction and inadequate maintenance programs with consequent danger to public

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health and safety; errors in strategic and financial decisions can have major legal and financial repercussions.

**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 assignment to the position.)*

Plans, directs and budgets the activities of the Department of Public Works which includes the divisions of water, sewer, highway, equipment repair, stormwater 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 twenty pumping stations.

Maintains and operates two water filtration plants 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 and 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

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replacement as required; oversees the maintenance of all DPW trucks and heavy equipment.

Responds and supervises emergency operations related to public works and assists Fire and Police in emergency response. Is a member of Town Emergency Response Team.

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.

Maintains and operates the town stormwater utility, collection system.

Performs similar or related work as required, directed or as situation dictates.

### **Recommended Minimum Qualifications:**

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

Bachelor's degree in engineering, business, or related field; and five years of progressively responsible experience in municipal public works construction and maintenance; with three years in a supervisory capacity; or any equivalent combination of education and experience.

#### **Special Requirements:**

Possession of a valid motor vehicle operator's license.

Licensed as a Massachusetts Registered Professional Engineer.

Certified Operator – Wastewater, Commonwealth of Massachusetts.

Certified Operator – Water, Commonwealth of Massachusetts.

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

*Knowledge:* Complete knowledge of the concepts, methods, techniques, and materials of public works management. Knowledge of the principles and practices of civil engineering, highway maintenance, water/sewer systems operations, and solid waste collection and disposal including recycling. Knowledge of the physical characteristics of the town and its roads and utility infrastructure systems.

*Ability:* Ability to plan, assign and supervise the work of groups of employees engaged in a variety of department construction and maintenance operations. Ability to supervise and work within union contracts. Ability to prepare, present, and administer budgets and capital expenditure/projects. Ability to read, understand, and interpret technical documents; ability to prepare technical reports. Ability to communicate effectively in both written and oral form. Ability to work effectively under time constraints to meet deadlines.

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*Skill:* Proficient in computers skills and applications of Microsoft word, excel, outlook and Power Point; Town and Mass GIS; skill in developing policies and procedures to accomplish goals and objectives.

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.

Employee is regularly required to walk, stand, sit, talk, and hear; uses hands to finger, handle, feel or operate objects, tools, or controls, and reach with hands and arms as in picking up paper, files, and other common office objects. Employee may infrequently lift and/or move objects weighing up to 60 pounds such as tools, equipment, supplies, etc. Employee must be able to access all levels of a construction site and traverse uneven terrain. Vision and hearing at or correctable to normal ranges.

*(This job description does not constitute an employment agreement between the employer and employee and is used as a guide for personnel actions and is subject to change by the employer as the needs of the employer and requirements of the job change.)*