

DEPUTY DIRECTOR OF PUBLIC WORKS

Position Purpose:

Professional managerial and confidential position to perform complex managerial, administrative, and professional work assisting the Director of Public Works in planning, organizing, directing, and managing the Department of Public Works, including the functions of Engineering, Highway, Administration, Transfer Station, Vehicle Maintenance, and Parks & Grounds and Trees & Cemeteries; all other related work as required. This includes assisting with maintaining and improving upon the efficiency and effectiveness of all areas under his/her direction and control. This position is also responsible for the Fleet Management as well as the management of the Town Engineering program, which includes the Engineering, GIS/mapping, survey, design and contract specifications for the construction/repair of public works projects including the construction/repair of town property and physical systems. Incumbent also provides boards/commissions and operating departments with professional civil engineering advice, and assists with other projects requiring technical expertise; all other related work as required.

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, services, and in the direction of personnel; works independently in formulating recommendations regarding department policies, procedures, operations and plans.

Supervision Received: Works under the policy and administrative direction of the Director of Public Works establishing short- and long-range plans and objectives, and assuming responsibility for department results. Works according to established professional department and Town policies and procedures, standards, special directives, instructions and intent. The position is subject to review and evaluation according to the Town's personnel plan.

Supervision Given: Has direct supervisory responsibility for Engineering Department and Fleet Management. Assists with supervision of all other department employees, including Highway, Administration, Transfer Station, Parks & Grounds and Trees & Cemeteries. Assists with the hiring process, developing job direction, assigning tasks and instructions, monitoring personnel performance evaluation, and counseling and disciplining staff consistent with Town policies directly and through subordinates.

Job Environment:

For work outdoors, the incumbent is subject to variable weather conditions and the hazards associated with construction sites and public works projects. Administrative work is performed under typical office conditions. Employee is frequently required to work outside of normal business hours to attend regular evening meetings and/or nights/weekends during cyclic or seasonal periods. May be contacted at home at any time to respond to important situations and emergencies.

Regularly operates light trucks/automobiles, computer, telephones, and all standard office machines.

Interacts frequently with members of the Building Department, Planning and Community Development Department, as well as frequent contacts with the general public, other town departments/boards/committees, regional and state governmental agencies, vendors, contractors, developers, and real estate brokers. Contacts require a high level of persuasiveness and resourcefulness to influence the behavior of others. Contacts are in person, in writing, and by telephone and require discussing complex managerial, administrative, and technical matters.

Has access to all department-oriented confidential information including personnel records and bid proposals. Assumes responsibility for the Director of Public Works functions in the absence of the Director.

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, 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.

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.)

Assists in the development of department objectives, plans, and goals; and makes recommendations to support objectives and strategic planning initiatives and to enhance the provision of quality programs and services.

Assists with directing the operations of all divisions and managing Head of Operations and Forman with Assignments, scheduling, and supervision of crews and equipment for all projects involving the design, construction, maintenance and repair of public ways, drainage structures, and designated town-owned properties in conformance with sound engineering practices.

Significantly assists the Director of Public Works with preparing for and/or conducting collective bargaining as well as recommending strategies used in negotiating for all Collective Bargaining groups within the Department of Public Works.

Provides engineering advice to the Town Manager, the Director of Public Works, and other Town department heads regarding development and maintenance of public works plans, projects, and facilities.

Conducts research, prepares costs estimates, and makes recommendations to the Director on future needs regarding public works projects, programs, and capital development plans.

Supervises the design and construction of public works projects such as roads and parking lots, water systems, sewer systems, parks, and playgrounds.

Supervises and manages all engineering staff. Develops division policies and procedures and standards.

Supervises the preparation of requests for proposal and selection of designs and consultants for various public works projects as well as other departments.

Participates occasionally in survey crew, construction inspections, and police traffic safety inspection activities as required.

Supervises the preparation of requests for proposals and selection of designers and provides technical engineering consultation and service to Town boards and commissions such as the preparation of plans and sketches with accompanying explanatory reports; furnishes the Department of Planning and Community Development with engineering data and engineering review of development projects.

Supervises the maintenance of engineering related Town records and plans, including Assessor's plans, public works projects plans, plot plans, sewer plans, drainage plans, road plans, registry plans, etc. Responsible for overseeing the maintenance of records and files within the Engineering Division.

Responsible for the leadership and operation of the Town's Geographic Information System (GIS).

Coordinates engineering functions with other divisions, municipalities, and agencies.

Manages Subdivision inspections, street acceptances. Coordinates NPDES phase II MS4 requirements. Manages As-built Records of public works projects.

Issues street opening permits, driveway permits and trench permits.

Advises state, county, and other municipal officials on technical aspects of local public works programs and projects.

Develops and monitors the division budget, capital projects budgets, and related state aid funds, consistent with relevant statutes, regulations, and Town policies.

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

Assists with the preparation of the annual departmental budget for submission to the Town Manager. Assists with monitoring of all department expenditures.

Prepares for Town Counsel engineering documents related to land-taking proceedings.

Assists with the procurement of department equipment and vehicles.

Maintains up-to-date filing system of all engineering plans, survey notes, and related material.

May serve as Acting Director of Public Works in his/her absence.

Regular attendance and punctuality at the workplace is required.

Recommended Minimum Qualifications:

Education, Training and Experience:

Bachelor's degree in civil engineering or related field; Master's Degree is helpful; P.E. required; and five years of progressively responsible engineering and operations management experience; or any equivalent combination of education and experience.

Special Requirements:

Possession of a valid motor vehicle operator's license.

Registration by the Commonwealth of Massachusetts as a Professional Engineer.

Class A Operator's License (underground fuel storage) preferable.

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 highway maintenance, parks and trees maintenance, cemetery construction and maintenance, and solid waste disposal including recycling. Extensive knowledge in the application of civil engineering skills to public works projects. Considerable knowledge and experience in construction, materials, and operations associated with roads, drainage, sanitary landfills, water systems, and sewer systems. Thorough knowledge of local, state, and federal laws and regulations governing municipal infrastructure. Ability to recognize town-wide priorities and work cooperatively to support their accomplishment within accepted guidelines of engineering practice. Ability to establish goals and objectives for the engineering program. Ability to deal with the public tactfully and effectively and maintain positive public relations. Able to communicate effectively and efficiently verbally and in writing at all times. Ability to work effectively under time constraints to meet deadlines. Ability to prepare, present, and manage budgets, departmental finances and capital expenditures/projects.

Skill: Skills in operating above mentioned equipment.

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. Must be able to traverse uneven terrain and access all areas of a construction site. May lift and/or move objects weighing up to 60 pounds such as books, equipment, supplies, etc. Vision and hearing at or correctable to normal ranges. Communicates verbally and in writing.

(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.)