

## **Director of Public Works**

### *Town of Sudbury*

The Town of Sudbury seeks Director of Public Works who supervises, plans, directs, and administers all aspects of the department including the Engineering, Highway, Transfer Station, Vehicle Maintenance, Parks & Grounds and Trees & Cemeteries, among other related duties. Minimum qualifications: Bachelor's degree in civil engineering, public administration or related field; Master's Degree is helpful; P.E. is preferred; and five years of progressively responsible operations management experience; or any equivalent combination of education and experience. Municipal experience *required*.

Candidates *must* meet minimum requirements contained in job description posted on town's website at [www.sudbury.ma.us/departments/HR](http://www.sudbury.ma.us/departments/HR). Starting salary range is \$128,871 to \$150,273 DOQ; (full salary range to \$169,524). Letters of interest/resumes may be sent to [BilodeauM@sudbury.ma.us](mailto:BilodeauM@sudbury.ma.us) until on or before August 16th at 4:00 p.m. Position open until filled. AA/EOE

**See full job description below:**

## **DIRECTOR OF PUBLIC WORKS**

### **Position Purpose:**

The purpose of this position is to perform complex supervisory, administrative, and professional work in planning, organizing, directing, and supervising 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. The Director 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 of personnel; works independently in formulating decisions regarding department policies, procedures, operations and plans.

*Supervision Received:* Works under the policy and administrative direction of the Town Manager 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:* Supervises all department employees, assists in the hiring process, develops job direction, assigns tasks and instructions, monitors personnel performance evaluation, and counsels and disciplines 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. 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 light trucks/automobiles, computer, telephones, and all standard office machines.

Makes 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.

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.)*

Directs the development of department objectives, plans, and goals. Conceives of and recommends a range of programs/services designed to support objectives and strategic planning initiatives and to enhance the provision of quality programs and services.

Assigns, schedules, and supervises 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.

Directs the operations of all divisions. Sets divisional objectives with appropriate manager.

Ensures departmental compliance with all local, state, and federal laws and regulations. Serves as liaison to various state agencies, such as the Mass. Highway Department and the Department of Environmental Protection on various construction and environmental projects.

Prepares and manages the capital budget for department. Ensures the proper maintenance, construction, and repair of department facilities and infrastructure. Makes recommendations to the Town Manager as to capital equipment and construction needs of the department.

Evaluates public works needs and formulates short- and long-range plans to meet needs in all areas of responsibility. Advises the Town Manager and committees on technical aspects of public works programs and projects. Maintains strong and positive relations with other town boards, departments, officials, and citizens.

Oversees bid awards and contract purchases. Drafts and manages construction contracts, works closely with contractors to assure the proper fulfillment of the contract. Oversees project management for the construction of projects to ensure contractor compliance with time and budget parameters.

Oversees all civil engineering operations implemented on an in-house or contractual basis required for the design and construction of such structures.

Prepares the annual departmental budget for submission to the Town Manager. Oversees the monitoring of all department expenditures.

Oversees the procurement of department equipment and vehicles.

Reviews all applications and permits for public utility installations in public streets.

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

Provides technical support to various department, boards, and committees. Serves as an agent to the Planning board and Conservation Commission; oversees public and private projects for compliance with MGL Chap. 41 and MGL Chap. 131 section 40.

Provides expert testimony for legal counsel for court cases against the Town.

Regular attendance and punctuality at the workplace is required.

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

### **Recommended Minimum Qualifications:**

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

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

#### **Special Requirements:**

Possession of a valid motor vehicle operator's license.

Class A Operator's License (underground fuel storage)

#### **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. Preferably has knowledge of the principles and practices of civil engineering. Thorough knowledge of local, state, and federal laws and regulations governing municipal infrastructure.

*Ability:* Ability to recognize town-wide priorities and work cooperatively to support their accomplishment within accepted guidelines of engineering practice. Ability to plan, assign and supervise the work of groups of employees engaged in a variety of department construction and maintenance operations. 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. Ability to deal tactfully and courteously with citizen groups and/or citizen complaints.

*Skill:* Skill 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.)*