

Job Title: Director of Public Works	Hours per week: 40 Hours (Flexible schedule)	FLSA Status: Exempt
Reports to: Town Manager	Department: Public Works Department	Grade:
Created date:	Revised date:	Approved date:
Created by: TM	Revised by:	Approved by: TM

TOWN OF SANDISFIELD
SUPERINTENDENT OF
PUBLIC WORKS

Statement of Duties:

Under the direction of the Town Manager, the Superintendent of Public Works oversees all departmental functions related to the planning, training, directing and administering of all divisions of the Department of Public Works, including administration, highway, snow and ice, solid waste, and fleet management; and including direct supervision of the Town's construction, maintenance and repair of town highways.

Supervision

- Works under the supervision of the Town Manager
- Supervises all departmental functions of all divisions of the Department of Public Works
- Directly supervises Department staff and the Administrative Assistant.
- Performs highly responsible work, requiring the exercise of considerable independent judgment in the planning, direction, and control of the operation and maintenance of the public works infrastructure.
- May exercise independent judgment and initiative in the performance of duties.

Job Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Frequent exposure to outdoor weather conditions with a minimal risk of exposure to noxious odors, loud noises, and pathogenic substances.
- Regularly required to attend evening meetings and work outside of normal business hours; on call to respond to emergencies.
- Access to confidential information, including personnel records and bid documents
- Errors in judgment could result in monetary loss, reduced levels of service, delay in the provision of services and could have legal and/or financial repercussions for the town.

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.

Include but not limited to the following:

- Plans, supervises, organizes, directs, and administers all aspects of the Department of Public Works, including the planning, design, maintenance and construction of all town public projects, roads and bridges, other public works structures, and natural resources.
- Responsible for the review, approval, and oversight of all Engineering work;
- Reviews plans, issues permits and surety for driveways, and other public works activities as required within the Department of Public Works.
- Formulates policies and program objectives for the department's operation; provides overall direction to operating divisions; develops departmental goals and objectives and development of the department's organizational structure; assesses departmental performance in relation to established goals and takes appropriate actions to improve department's efficiency and services provided.
- Responsible for the planning, design and construction of improvements to the Town's storm-water and roadway infrastructure; including plans and programs to provide for the construction, repair, and maintenance of Town roads, sidewalks, curbs, walls, and related structures and for snow plowing, snow removal, sanding and salting operations as well as planning for facility and equipment maintenance.
- Oversees and manages snow and ice removal and control; including the supervision of outside contract personnel performing snow and ice removal.
- Assists with the preparation of specifications, bidding processes and the selection criteria for public contracts for outside construction, services, and major equipment and supply contracts.
- Manages all Public Works contracts to ensure compliance with the Uniform Procurement act and other laws and regulations associated with public procurement, including but not limited to, MGL Ch 30B, MGL Ch 149, and MGL CH 30, 39M.
- Conducts periodic and regular inspections to ensure the quality of construction and reconstruction and vendor performance and compliance.
- Oversees the preparation of the annual departmental budget; reviews and approves consolidated figures; presents budget recommendations and justification to the Town Manager.
- Monitors and approves expenditures in operational and capital budgets;
- Manages all funding derived from other Federal, State and local resources including; legislatively earmarked funds, Chapter 90 funds, mitigation funds from local development, and grant funds from various Federal, State and Local sources.
- Assists in reviewing and updating the development and implementation of the Capital Improvement Plan.
- Makes recommendations regarding department personnel matters, including recruitment, hiring, discipline, investigations, personnel actions and workers' compensation; ensure adherence to Town Employee policies, procedures and Collective Bargaining Agreements.
- Functions as the liaison for the Department of Public Works with other Town departments, outside agencies, and the public.

- Attends and participates in professional group meetings; stays abreast of new trends and innovations in the fields of public works and emergency management, public finance, public administration, and human resources;
- Responds to and resolves difficult and sensitive citizen inquiries and complaints.
- Performs other similar or related work as required or as the situation dictates.

Recommended Minimum Qualifications

Education and Experience

- Bachelor's degree or equivalent of 8-10 years municipal experience managing a Department of Public Works
- Experience with State and Federal Departments; MEMA, FEMA, DOT, DEP and EPA
- Microsoft Office skills required and GIS preferred.
- Valid Motor Vehicle Operator's License.
- Valid Class B CDL Motor Vehicle Operator's License.
- Incident Command System Level 200 Certification upon hiring.
- Additional experience in specialty areas preferred.

Preferred Qualifications

- Class 2B Hoisting License preferred;
- Familiarity with GeoDOTMapIt software preferred.

Knowledge, Ability and Skill:

Knowledge:

- Knowledge of municipal government, Massachusetts General Laws, including procurement laws and relevant federal laws and regulations;
- Thorough knowledge of public works management;
- Knowledge of the principles and practices of personnel management, public procurement, and budgeting;
- Working knowledge and skill in the operation of computers (Microsoft Office), standard office machines, hand tools, light equipment, light truck and automobile.

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 communicate effectively; orally and in writing.
- Ability to demonstrate strong interpersonal and organizational skills
- Ability to prepare and administer budgets and to prepare financial reports.
- Ability to enforce policy directives
- Ability to operate standard office equipment
- Ability to operate automobiles, trucks and other heavy equipment.
- Ability to execute oral and written instructions in a precise manner.
- Ability to establish and maintain effective and harmonious working relationships with town officials and departments, state agencies, the general public, consultants, vendors and contractors.
- Ability to interact in a positive and effective manner with the general public.

Skill:

- Excellent management and leadership skills
- Skill in developing policies and procedures to accomplish goals and objectives.
- Strong customer service and communication skills
- Excellent computer skills.
- Independent judgment when addressing multiple and complex issues.
- Excellent public relations skills and ability to handle multiple tasks.

Physical and Mental Requirements

- Moderate physical effort required when performing field work with frequent exposure to outdoor weather conditions.
- Frequently required to stand, walk, sit, speak and hear.
- Vision requirements include the ability to read routine and complex documents, use a computer and operate a motor vehicle.
- May have to walk or climb in rough terrain.
- Physical demands may require occasional lifting of objects up to 50 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 requirement of the job change.