

**COMMONWEALTH OF MASSACHUSETTS  
TOWN OF WEST NEWBURY**

**JOB TITLE: DPW PROGRAM AND PROJECT MANAGER (L7)**

**Definition**

Full-time position responsible for a wide range of program and project management relating to regulatory compliance, stormwater management, grant administration, sustainability policy and programming, and act as the town project manager and representative on multiple projects.

**Supervision**

*Supervision Scope:* Performs a variety of highly responsible functions in accordance with federal, state, and town bylaws requiring the exercise of judgment and discretion in interpretation and application.

*Supervision Received:* Works under the supervision of the DPW Director who assigns and reviews the work performed.

*Supervision Given:* None.

**Essential Functions**

(The essential functions or duties listed below are intended only as illustration 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.)

- Assist with the management of the Municipal Separate Storm Sewer System (“MS4”) Stormwater Program, including annual permitting, compliance with regulations and yearly permit tasks and requirements.
- Coordinate the annual review and inspection of public and private stormwater management O&M reports among Town Departments and prepare comments from such reviews.
- Act as the Grant Administrator for town-wide grants. Including the research, preparation, submission and management. Must be a strong communicator with town staff, boards, commissions and committees as they relate to grant administration.
- Act as the Town’s Sustainability Coordinator and Green Communities Project Manager, including coordinating the Town’s preparation of a Green Communities Annual Report as required for continued certification.
- Coordinate the Town’s certification and recertification under the Municipal Vulnerability Preparedness (“MVP”) Program.
- Identify and obtain various energy and environmental grants working independently as well as closely with relevant Town departments, board, commission and committees.
- Assist with all energy-related activities with the town-owned facilities, including analyzing usage, developing energy management plan and managing energy data.
- Offer support and guidance to the department as it relates to environmental management of town facilities and athletic fields.
- Assist in the preparation of the annual DPW operating budget and annual updates to the capital improvements program.
- Under the supervision of the DPW Director, act as the Town’s Representative / Project

Manager on many town projects.

- Assist with the grant administration of Chapter 90 roadway funding program.
- Work closely with the Town's Chief Procurement Officer on project procurement as it relates to the competitive bidding process to ensure compliance with applicable regulations.
- Review bid proposals, perform interviews with prospective contractors and consultants, and monitor and evaluate contractual services for compliance with specifications and applicable conditions.
- Contribute to the development and recommendation of department and town policies, projects and procedures.
- Work on specific projects or initiatives with the Select Board, Planning Board, Board of Appeals, Board of Health, Conservation Commission, Capital Improvements Committee and various other committees, as assigned.
- Assist with the management and oversight of contractors and vendors involved in construction, installation and repairs of Town Facilities.
- Perform project management including but not limited to: project planning and coordination, budget oversight, and inspections.
- Attend seminars and informational meetings as needed to stay abreast of technology and techniques as they apply to the duties within.
- May serve as the DPW liaison to various boards, commissions and committees.
- Perform similar or related work as required and directed.

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

Must have basic technical and practical knowledge of project and program management. Some knowledge of design selection, contract bidding, awards and management.

Have the ability to communicate effectively in written and oral form and have the ability to prepare and administer budgets, and prepare financial summaries and reports.

Excellent planning and organizational skills are of utmost importance.

### **Job Environment**

Work is generally performed under typical office conditions. Regularly operates computer and standard office equipment such as a telephone, copier and printer. At times, may be required to work outside the normal business hours to attend meetings.

Occasional exposure to variable outdoor weather conditions and hazards associated with construction sites. May be exposures to dusty and very noisy conditions. During inspections or project tasks, may need to operate an automobile or light truck.

Makes regular and continuous contacts requiring perceptiveness and discretion with other departments, town boards, commissions, and committees and local, state and federal agencies, engineers, attorneys, architects, professional organizations and with the general public; most contacts are professional in nature and require discussing highly complex information relating to DPW program and project management.

Errors could result in delay and confusion, result in the improper disclosure of confidential

information, have legal and/or financial repercussions, and cause adverse public relations.

**Recommended Minimum Qualifications**

Must be well organized with strong computer skills with the willingness and motivation to develop this new position into a strong support role for town-wide initiatives. A college degree in engineering, environmental studies, planning or project management, or related field, is required. Two to five year's post-college work experience is preferred.