Director of Public Works
Town of West Newbury

The Town of West Newbury seeks qualified candidates for the position of Director of Public Works. Responsibilities include highway superintendent, buildings & grounds/facilities management, Tree Warden, capital planning, management of personnel and equipment, oversight of snow/ice operations, contract management, regulatory compliance, budget preparation and oversight, interdepartmental coordination, and all other duties in the job description. Management experience and knowledge of public administration, civil engineering, facilities management, and supervisory experience is required. Commercial driver’s license and construction supervisor’s license preferred. Salary commensurate with experience. Salary range is $92,000 to $112,000 with full benefits. To apply, please send resume and cover letter in confidence to: Town of West Newbury, Town Manager, 381 Main Street, West Newbury MA 01985 or townmanager@wnewbury.org. Resumes accepted on or before September 20, 2018. EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER.
Position Purpose:
Highly complex professional, administrative, and supervisory work in planning, directing, and managing the operations of the Department of Public Works; all other related work as required.

Supervision:
Supervision Scope: 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.

Supervision Received: Subject to the appointment authority and works under the policy direction of the Board of Selectmen. Works under the professional and administrative oversight of the Town Manager. The Director is an exempt salaried position.

Supervision Given: Has supervisory responsibility directly and through subordinates for all Highway and Buildings and Grounds department part-time and full-time employees. (Approximately 5 - 10 full-time equivalent employees.) Hires staff with approval of the Board of Selectmen or, if so authorized by the Board of Selectmen, with approval of the Town Manager. Daily personnel oversight and direction, reviews employees’ performance, and counsels and disciplines staff consistent with town policies and in coordination with the Personnel Officer.

In a project management capacity, and at the direction of the Town Manager, may exercise oversight, but not supervisory responsibility, of other municipal department heads for specific projects as necessary to accomplish the Director’s assigned responsibilities.

Job Environment:
Work is generally performed under typical office conditions; occasional exposure to variable outdoor weather conditions and hazards associated with construction sites, storm damage, and natural disaster. Frequently required to work outside of normal business hours; may be required to work on weekends. Frequently exposed to dusty conditions; work environment can be very noisy. On call 24/7 for emergencies. Snow and ice operations are an essential function of the position.

Operates automobile, light trucks, and heavy trucks. Regularly operates computers and standard office equipment such as telephone, copier, and printer. Comfortable working in a networked office environment with file sharing and coordination among multiple town departments and public agencies.

Makes regular and continuous contacts requiring perceptiveness and discretion with other departments, town boards and commissions, 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 related to DPW activities.

Has access to all department-related confidential information such as bid proposals and personnel files of direct reports.

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.)*

Plans, directs and budgets the activities of the Department of Public Works. Prepares departmental operating and capital budgets; coordinates budget efforts with the Town Manager and other town boards/committees. Administers and approves of all departmental expenditures. Seeks State and Federal Grants. Prepares and executes State Chapter 90 road funding project request and final payment requests.

Oversees the competitive bidding process to ensure compliance with applicable regulations, and in coordination with the Chief Procurement Officer; prepares bid specifications; reviews bid proposals and interviews prospective contractors and consultants; monitors and evaluates contractual services for compliance with specifications and applicable conditions.

Formulates, develops, and recommends departmental policies, projects, and procedures; implements and administers policies and directives of the Board of Selectmen and the Town Manager. Interact with the general public; listen to their concerns and problems and strives to resolve customer service requests in an efficient and effective manner.

Acts as Highway Superintendent. Supervises the overall administration and direction of highway operations, including the maintenance and repair of streets, roads, bridges, sidewalks, guardrails, catch basins, and related facilities; the maintenance of vehicles and equipment; tree maintenance; snow and ice removal; street sweeping; and roadside brush removal. Coordinates scheduling of roadway paving and improvements with the Water Department as necessary to achieve cost and operational efficiencies. Coordinates annual vehicle inspections for Highway and Buildings & Grounds departments.

Develops and annually updates a long-range program, for inclusion and/or reference in the Town Capital Plan to maintain and/or upgrade the physical facilities of the Town: i.e. roads, drains, buildings, parks, equipment, etc. Capital improvement planning in coordination with the Water Department with the intent to achieve cost and operational efficiencies (i.e. coordinated
procurement, contracting, project management). Submits proposed Capital Plan updates to the Town Manager annually for review and approval by the Board of Selectmen and Town Meeting.

Develops work schedule and assignments for all department employees; establishes a time frame for projects and ensures timely completion of tasks and projects; reviews the quality of work performed and ensures that work complies with industry standards.

Plans the utilization of personnel and equipment in accordance with work schedules; orders materials and supplies. Oversees the sharing of personnel and equipment with the Water Department as necessary for system operations and repairs, including emergency repairs.

Supervises the buildings, grounds, and equipment of the Department of Public Works and makes provisions for necessary maintenance, alterations, new construction, and replacement as required.

Supervises building maintenance services in all Town buildings. Assesses all town buildings to evaluate condition and needs. Addresses all building equipment failures, which could be any time of day or night including weekends. Manages the Page School repairs and renovations.

Oversees and coordinates municipal staff involvement in the pre-construction and construction inspection process relative to private development of infrastructure to be proposed for public acceptance, including but not limited to proposed subdivisions. Leads pre-construction meetings with project developers, contractors, and representatives from local departments and agencies. Establishes and oversees a coordinated system for tracking compliance with permit conditions imposed by the Planning Board, Conservation Commission, Board of Health, and other authorities as applicable.

Works with the Planning Board, Board of Appeals, Board of Health, Conservation Commission and various other Boards, Commissions and Committees. As required, attends meetings of the Board of Selectmen, School Committee, Capital Improvements Committee, and Finance Committee.

Manages and oversees contractors and vendors involved in construction, installations, maintenance and/or material/product procurement in DPW related programs.

Manages winter snow/ice operations. Sets contractor plow rates and determines extent of each storm event and the number of plow units required. Advises the Town Manager on road and safety conditions to inform consideration of weather-related closures or schedule adjustments for public facilities.

Represents the department at a variety of different meetings both within and outside of the Town system. Responds to complaints, concerns, and questions from the public, other town departments, members of the building community, etc.
Responsible for all project planning and coordination including, but not limited to: determining schedules for road constructions, street sweeping, street line painting, catch basin cleaning, crack sealing, etc.

Acts as Chair of the town’s interdepartmental Stormwater Management Working Group. Oversee the preparation, adoption and periodic amendments, and management of the Town’s federal stormwater management plan and policies; prepares annual and periodic reporting as required and attends related seminars.

 Prepares and manages turf management plan for all athletic fields.

 Acts as Tree Warden; assures that town trees are maintained in an acceptable standard; new trees, shrubs, and plantings are handled and placed in accordance with generally accepted standards; damaged or diseased trees are pruned and/or removed as the situation dictates.

 Responsible for updating, administering and ensuring continued departmental compliance with all other State and Federal workplace safety regulations, including OSHA standards and requirements as applicable.

 Attends seminars and informational meetings as needed to stay abreast of technology, techniques and regulations related to the duties of the Public Works Director.

 Serves as the Town’s DPW representative on various committees as assigned by the Board of Selectmen or the Town Manager.

 Supervises the maintenance of guardrails, street signs and safety striping and markings.

 In times of emergency, coordinates activities with other Town departments to protect the interests and property of the Town and to promote public safety and welfare.

 Performs similar or related work as assigned.

**Recommended Qualifications:**

**Education, Training and Experience:**
Bachelor’s degree in public administration, civil engineering, environmental studies or related field and ten years of direct public works experience including supervisory experience; experience in commercial or municipal tree care; or any equivalent combination of education, training and experience. Must be experienced in all phases of snow and ice operations. Must be experienced with road maintenance and construction, buildings and grounds operations, and facilities management.

**Special Qualifications:**
Class B Massachusetts Commercial Driver's License
Construction Supervisor License
Hoisting Engineers License
Knowledge, Ability and Skill:

Knowledge: Comprehensive technical and practical knowledge of the materials, methods and techniques relative to public works projects and issues. Knowledge of the laws, rules, and regulations relating to public works projects in Massachusetts including design selection, contract bidding, awards, and management. Thorough knowledge of public works financing and administration. Extensive knowledge of snow and ice control techniques and practices. Extensive knowledge of tree care and their diseases. Knowledge of building repairs and maintenance and landscaping/grounds work. Demonstrated practical knowledge of Town Meeting and its role in the municipal budget and capital planning process.

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 establish and maintain effective and harmonious working relationships with town officials and departments, state/federal agencies and the general public. Ability to communicate effectively in written and oral form. Ability to prepare and administer budgets, prepares financial reports, and prepares grants.

Skill: Skill in all of the above listed tools and equipment. Excellent planning and organizational skills.

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.)

Must be able to access all areas and levels of a construction site and/or building, and is frequently required to spend several hours walking or standing. Required to climb or balance on temporary construction stairways, temporary steel staging, ladders and ladder staging. Stoops, kneels, crouches, and/or crawls; enters and exits from vehicles. Regularly required to operate objects, tools, or controls. Frequently lifts and/or moves objects weighing up to 30 pounds such as tools, equipment, supplies, etc.; infrequently lifts object weighing up to 100 pounds. Correctable vision and hearing required.

(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.)