

**TOWN OF WEST BOYLSTON, MASSACHUSETTS
POSITION DESCRIPTION
CLASSIFICATION: DIRECTOR OF PUBLIC WORKS**

Position Title: Director of Public Works **Department:** Department of Public Works

Date: January 2016 **Reports to:** Town Administrator

Hours of Work: Forty (40) hours weekly, available for public works emergency response, and available, as needed for evening meetings with the Board of Selectmen and others.

PURPOSE OF POSITION:

The Director of Public Works performs supervisory and administrative work planning, directing, and managing operations of the Department of Public Works; other related work, as required.

ESSENTIAL FUNCTIONS

The essential functions or duties listed below are illustrations of the type of work that is 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.

Develops plans for long-term and short-term maintenance and emergency repairs to the town's infrastructure; plans daily work program; plans and implements the annual construction program, including reconstruction/reclaiming, pavement overlay, and crack sealing.

Oversees the development of an asset management plan; reviews the condition of assets and recommends priorities and funding levels.

Prepares and administers the annual budgets.

Administers funds received from the Commonwealth and ensures that proper reports are prepared and records are maintained; prepares required forms for reimbursement.

Supervises and manages department staff; develops an effective public works team, assists with the development of employee skills.

Listens to citizen complaints and solves citizen problems.

Ensures that projects are started and deadlines are met.

Oversees the maintenance and repair of vehicles and equipment.

Manages construction and maintenance contracts with private vendors.

Ensures proper bidding for supplies and service contracts.

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

SUPERVISION

Works under the policy direction of the Town Administrator; duties require the exercise of considerable independent judgment in the planning, direction, and administration of the operation and maintenance of the town infrastructure.

SUPERVISORY RESPONSIBILITIES

Supervises approximately nine employees.

WORK ENVIRONMENT

Administrative and planning work is performed in office conditions, with moderate noise levels and frequent interruptions; field work is performed outdoors and involves exposure to variable weather conditions and hazards associated with construction sites, various public works projects, and heavy mechanical equipment; the workload is subject to seasonal and weather-related fluctuations; the employee responds to emergencies.

The employee operates standard office equipment and light trucks or other vehicles.

The employee has contact with the general public and other town departments.

The employee has access to confidential information, including personnel records, collective bargaining negotiations, legal proceedings, and bid documents.

Errors could result in delay or loss of service, monetary loss, injury to employees, damage to buildings and equipment and legal repercussions.

RECOMMENDED MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE

High school diploma; Bachelor's Degree in civil engineering, or related field, desired; ten years of experience in a municipal public works environment planning and implementing projects; experience supervising and managing personnel; or an equivalent combination of education and experience.

ADDITIONAL REQUIREMENTS

Valid Massachusetts Motor Vehicle Operator's License

KNOWLEDGE, ABILITY AND SKILL

Knowledge of the principles and practices of public works management; technical and practical knowledge of construction techniques applicable to roadways, drainage, bridges, culverts, and other municipal infrastructure; knowledge of project planning, public works financing and administration; knowledge of personnel management, collective bargaining processes, and purchasing procedures; knowledge of safety procedures; working knowledge of a range of public works services.

Ability to prioritize, plan, assign, and supervise the work of groups of employees engaged in a variety of public works construction and maintenance operations; ability to initiate and complete projects; ability to respond to emergencies and resolve problems; ability to communicate effectively orally and in writing; ability to establish and maintain effective working relationships with town officials and departments, the general public, consultants, vendors and contractors; ability to prepare and administer budgets and long-term capital plans. Management and leadership skills; customer service and public relations skills; negotiation and problem-solving skills.

PHYSICAL REQUIREMENTS

Minimal physical effort is generally required to perform administrative duties; moderate physical effort is required to perform field work. The employee is frequently required to stand, walk, sit, speak and hear, and use hands to operate equipment. Vision requirements include the ability to read and analyze documents, use a computer, and operate a motor vehicle.

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.