

**TOWN OF WARE, MASSACHUSETTS
JOB DESCRIPTION**

DEPARTMENT OF PUBLIC WORKS DIRECTOR –TOWN MANAGER

Job Code: 421-EM-DPWDIR-01
Title: Department of Public Works Director
Department: Town Manager

Statement of Duties

Under the supervision of the Town Manager, the individual in this position plans, organizes, directs, coordinates, and supervised the Department of Public Works consistent with the provisions of Chapter 670 of the Acts of 1989 and the Town Charter as adopted April 9, 2007. The department consists of the Highway Division, Cemetery Division, Wastewater Treatment Division, Water Division, Forestry Division, and Facilities Management Division. The work includes maintenance , repair and construction of highways, streets, and sidewalks; operation and maintenance of the wastewater treatment plant; operation, maintenance and repair of the municipal wastewater and storm water collection systems; operations maintenance, and repair of the municipal water system including supply, treatment and distribution; maintenance and repair of all Town Owned buildings and grounds (except School Department & Park & Recreation Department);operation and maintenance of the municipal cemeteries in conjunction with the Cemetery Commissioners. The Director of Public Works is responsible for the review, approval, and oversight of all Engineering work and to assure that work done is in compliance with local, state, and federal laws as well as in accordance with plan specifications. The Director must be decisive, consistent, and able to properly manage a primarily unionized staff and be comfortable making difficult decisions regarding staffing and allocation of resources for the best interest of the Town. 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. Other duties as assigned by the Town Manager.

Supervision:

The Director reports to the Town Manager. The Director performs complex and highly responsible tasks requiring a high level of initiative and independent judgment in the planning, administration and execution of the department's programs and services. In the management of personnel the Director is required to work independently in formulating recommendations to the Town Manager regarding department policies, procedures, operations and plans for the Department.

The Director shall regularly inform the Town Manager of major projects (other than routine maintenance and repair items) and all other significant departmental business as needed. The Director is encouraged to consult regularly with the Town Manager or his/her designee relative to personnel issues, employee safety and job related accidents and injuries, budget preparation, major equipment needs and related matters.

Job Environment:

Administrative work is performed under a normal office environment, not subject to extremes in temperatures, noise, odors, etc. Walk-in or scheduled appointments with residents are a daily occurrence.

There are occasional periods supervising or inspecting in a non-office environment including garages, water supply stations, sewer facilities, landfills, parks and recreational areas, snow removal operations, and major storm cleanups.

The job environment may include occupational exposure to hazardous materials.

Routine travel within the Town to plan, oversee or provide departmental services is required.

Essential Functions

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned by the Town Manager.

Overall responsibilities

The Director shall supervise all personnel and the daily operations of the Department of Public Works. Staff, schedule, motivate and provide overall supervision and training for departmental personnel, select and evaluate personnel and recommend and take appropriate personnel actions including disciplinary actions; develop and implement departmental succession plan for key departmental positions; provide recommendations relative to the negotiations and administration of labor agreements and hear and resolve employee grievances within authority and in conjunction with Massachusetts General Laws, Federal Laws and Collective Bargaining agreements.

Provide overall direction to operating and administrative divisions; plan, organize and direct departmental activities through supervisors; develop department goals and objectives for all baseline operations and projects; design departmental organizational structure; assess performance in relation to established goals; and take appropriate action to improve departmental efficiency and service provision. Develops and implements Public Works policies and procedures. Defines and develops organizational structure. Evaluates department performance and adjusts operations as needed.

Develops and prepares the Public Works Department annual operating budget, annual capital budget plan providing recommendations and justifications to the Town Manager. Monitors expenses against approved budgets and analyzes performance against budget developing appropriate control procedures. Expends funds as authorized and in accordance with Federal, State, Local laws and by-laws. Accounts for all Public Works revenues and expenditures.

Prepares bid specifications and bid documents for equipment needs, for studies, service contracts and construction contracts for the department consistent with State and local laws. Supports the Town Manager in the oversight of the competitive bidding process to ensure compliance with applicable regulations; review bid proposals and interview prospective contractors and consultants; monitors and evaluates contractual services for compliance with specifications and applicable conditions associated with Department of Public Works

Performs long-range planning and strategizing to anticipate needs in staffing levels, capital funding and operational objectives of the Public Works Departments. Prepares applications and documentation for state and federal grants for DPW projects and the purchase of capital equipment. Secure and administer grants programs; prepare varied reports and documents as required or request by non-governmental agencies and Town officials; and maintain current knowledge of legislative and technical development affecting the Public Works Department through research and attendance at meeting/seminars etc.

Directs the design, construction, repair and/or maintenance of town roads, sidewalks, sewer and water systems, and other Public Works Department facilities. Directs the maintenance and repair of all Town owned buildings and grounds, with the exception of the School Department and the Parks and Recreation Department. Ensure proper maintenance of DPW equipment and Town vehicles, developing replacement plans as appropriate.

Oversees the planning design and operation of storm drainages systems, road construction and improvements, winter maintenance, snow removal and various special projects related to public works improvements.

Reviews all major engineering, design/specifications and construction projects for the department and technical support to the Planning and Conservation Department including: storm water management, notice of intent reviews, special permits subdivision review and inspection and site plans; provides technical support to other Town departments/committees as required. Assures that all DPW projects are delivered on-time, within budget, and in accordance with approved specifications.

Acts as liaison for the Water and Sewer Commission. Develops and recommends water & sewer rates, and other miscellaneous charges as well as policies for the Town of Ware Water and Sewer Divisions.

Assure all operational policies, procedures and manuals of the department are documented and updated on a periodic basis.

Consults with officials of state and federal agencies and other municipalities on matters pertaining to Public Works Department; consults with other Town department heads and officials relative to issues impacting upon Departmental operations; receives and resolves public complaints; implements customer services initiatives; provides information to mediate and performs related public relation functions; and represents Town and attends meeting of civic, municipal and public groups related to departmental matters. Responds to inquires for information from state and federal agencies.

Keeps abreast of current and new practices and techniques affecting public works construction and maintenance functions, by reading professional publications and journals and by attending meeting of leaders in the public works field.

Consults and develops working relationships with utility company officials to achieve operational objectives and compliance with Town Standards.

Coordinates planning and design activities with Community Development and Town Planner on major capital projects such as the construction and reconstruction of roads and utilities. Reviews subdivision plans and provides technical assistance to municipal boards, committees and departments. Supports the development and implementation of the Town of Ware Master Plan.

Reviews plans, issues permits and surety for driveways, and other public works activities as required within the Department of Public Works.

Serves as the Town Industrial Pretreatment Coordinator. Interacts with USEOA and local industrial users.

The Director shall give reports to appropriate the Town Manager either orally or in writing when requested or required in order to ensure proper communication between the Director and Town Manager. Responses to requests shall occur within a reasonable time period.

Works in conjunction with the Emergency Preparedness Department to develop and maintain department emergency preparedness plans to meet natural and other disasters and emergency conditions and serves as advisor to Town Manager in meeting and handling such emergency conditions. Responds as well as coordinates response to public health and safety emergencies including severe weather emergencies, breeches of sanitary sewer system and interruption of water supply.

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.

While performing the duties of this job, the employee is frequently required to walk, stand, sit, use hands to finger, handle, see or feel, reach with hands and arms, occasionally climb or balance, stoop, kneel, bend, crouch or crawl. Lifting/pushing of 25 pounds or more is sometimes required.

Knowledge, Ability and Skill

- Knowledge of municipal government, Massachusetts General Laws, including procurement laws and relevant federal laws and regulations; grant and proposal writing.
- Ability to communicate effectively, orally and in writing with town employees, outside organizations and the general public; ability to prioritize tasks and work independently; technical writing ability; ability to manage multiple projects simultaneously.
- Written and verbal skills; analytical skills; public relations, excellent computer skills (i.e., Outlook, Word, Excel, and PowerPoint).
- Ability to interpret and apply Town policies, procedures, laws and regulations relating to assigned activities.
- Uses independent judgment and initiative in making sound decisions and in developing solutions to problems.
- Ability to discreetly handle confidential and political matters.
- Assist the Town Manager in maintaining effective communication with the Board of Selectmen.
- Must have professional appearance and exhibit professionalism.

Education, Training and Experience Guidelines

Bachelor's Degree in Civil Engineering, preferred; prefer 8-10 years municipal town experience managing a Department of Public Works and Water/Sewer Enterprise fund; or an equivalent of education and experience.

License Preference

- MA Drinking Water Facilities Operator's License
- MA Wastewater Treatment Plant Operator's License

License or Certificate Requirements

- Valid MA drivers license
- Incident Command System Level 200 Certification