



FITCHBURG *Massachusetts*

JOB POSTING

REVISED

TITLE: Commissioner of Public Works/City Engineer

LOCATION: 301 Broad Street
Fitchburg, MA

SUPERVISOR: Mayor of Fitchburg

BARGAINING UNIT: Non-Union

SALARY RANGE: \$107,630 - **\$144,352** annually/Commensurate with Experience and Qualifications/FLSA Exempt (Position appointment subject to City Council Approval)

CIVIL SERVICE: No

SEE ATTACHED FOR JOB DESCRIPTION

Applications: Municipal Offices, Office of Human Resources
166 Boulder Drive, Suite 108
Fitchburg, MA 01420

Online: Submit cover letter, Attn: Susan Davis, Director of Human Resources, application and resume to hr@fitchburgma.gov. Applications may be found at www.fitchburgma.gov. All documents must be received to be eligible for consideration.

Posted: March 5, 2019
Deadline: **April 2, 2019** (Extended from March 26, 2019 Deadline)

The City of Fitchburg is an Affirmative Action (AA) and Equal Opportunity Employer (EOE)



FITCHBURG

Massachusetts

JOB DESCRIPTION

TITLE:	Commissioner of Public Works/City Engineer
LOCATION:	301 Broad Street Fitchburg, MA
SUPERVISOR:	Mayor of Fitchburg
SALARY RANGE:	\$107,630 - \$144,352 annually/Commensurate with Experience and Qualifications/FLSA Exempt (Position appointment subject to City Council Approval)
BARGAINING UNIT:	Non-Union
CIVIL SERVICE:	No

The responsibilities and duties listed below are illustrations of the various types of work 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.

RESPONSIBILITIES:

The Commissioner of Public Works has primary responsibility for the administration, supervision and direction of all activities of the Department of Public Works. Reporting directly to the Mayor of the City of Fitchburg, the Commissioner performs complex and highly responsible tasks, requiring a high degree of initiative and independent judgment in the planning, administration and execution of the department's programs and services. Responsibilities also include the performance and overall operation and management of the following departmental divisions: Cemeteries, Engineering, Parks, Recreation, Streets, Water (Enterprise Fund) and Wastewater (Enterprise Fund).

In areas related to personnel management, the Commissioner is required to work independently in formulating recommendations to the Mayor regarding departmental policies, procedures, operations and objectives of the department. The Commissioner also serves as the City Engineer and is responsible for the planning, design, maintenance and construction of all City public works projects.

DUTIES AND ESSENTIAL FUNCTIONS:

I. Areas of Direct Responsibility and Supervision

- Plan, administer and direct all public works programs, projects and services of the City which fall under the scope and responsibility of the department and divisions; Inform and advise Mayor of significant departmental business, as needed;
- Performance of engineering services, including plan, design, maintenance, construction and oversight of projects based upon the needs of the City, City department or Board;
- Performance of all other services properly connected and assigned to the Department of Public Works department as may be required by the Mayor, City Council or any department or board of the City;



City of Fitchburg

Commissioner of Public Works, Essential Functions, continued:

- Develop, implement and prioritize departmental goals and objectives;
- Evaluate public works needs and formulate short and long term plans to meet such needs; evaluate effectiveness of programs and adjust as necessary;
- Oversight of external consultants in development and implementation of capital improvement and replacement projects;
- Provide oversight of Wastewater Division and its Enterprise Fund, managed by Deputy Commissioner/Wastewater Division and is responsible for the sewer collection system and wastewater treatment in accordance with all local, state and federal requirements;
- Provide oversight of Water Division and its Enterprise Fund, managed by Deputy Commissioner/Division of Water Supply and is responsible for water supply and distribution in accordance with all local, state and federal requirements;
- Responsible for Department personnel, including assignment of personnel, evaluation of performance, establish standards of performance and conduct, administer discipline and other personnel functions in concert with Human Resources Department and Collective Bargaining Agreements;
- Participate in collective bargaining negotiations which affect department;
- Ensure proper confidentiality and maintenance of departmental personnel records;
- Represent the Department at a variety of meetings both within and outside the City; Develop and maintain effective working relationships with municipal, county, state and federal officials and agencies to ensure compliance with all laws, rules and regulations which affect the department;
- Work with Massachusetts Department of Transportation, Montachusett Joint Transportation Committee, and Montachusett Regional Planning Commission to obtain funding for paving projects, street reconstruction, bridge repair and replacement, intersection improvements and pedestrian/bicycle/motor vehicle safety improvements;
- Responds to inquiries from the general public and employees pertaining to departmental projects and policies.
- Serve as a member of the Water – Wastewater Commission;
- Serve as Clerk of the Public Works Committee of the City Council.

II. Divisional Performance Management

The Commissioner is responsible for the performance of the following departmental divisions:

1. Cemeteries

Operates and maintains six (6) City cemeteries, with oversight of Board of Trustees of Public Burial Grounds.

2. Engineering

Provides engineering support to DPW and other City departments, as needed.

- Oversees operation and maintenance of street light system;
- Responsible for inspection of City owned dams and the implementation of street paving, pavement preservation and evaluation;
- Responsible for compliance with EPA MS4 Stormwater Permit;
- Responsible for permitting, inspection and construction of sewer connections, street excavations and trench safety within the City;



City of Fitchburg

Commissioner of Public Works, Essential Functions, continued:

- Responsible for Massachusetts Level 3 compliance of parcel updates for Assessors Department; filing and indexing of land, street and infrastructure plans within the City; responsible for surveying of City owned land and streets.
- 3. **Parks**
Maintains 33 parks, one outdoor pool, one spray park, one splash park and the Stone House at Coggshall Park.
- 4. **Recreation (Indirect Supervision)**
Though Recreation is not officially part of DPW, the Commissioner provides guidance to the Recreation Director, ensures that maintenance of parks meets the needs of the recreation program and works closely with the Board of Parks Commissioners.
- 5. **Streets**
Maintains approximately 240 miles of streets including stormwater system. Responsible for snow and ice operations and street sweeping. Oversees operation and maintenance of traffic signals. Maintains traffic signs, line painting and public shade trees.
- 6. **Wastewater**
Operates and maintains the city's wastewater treatment facility and over 130 miles of sewer collection system, serves the City of Fitchburg and adjacent sections of Lunenburg and Westminster. Oversight is provided by the Water-Wastewater Commission.
- 7. **Water**
Operates and maintains two water treatment facilities, seven water storage tanks and approximately 196 miles of water mains and associated infrastructure, serves City and adjacent sections of Lunenburg and Westminster. Operates and maintains 10 reservoirs, 13 dams and associated infrastructure in two watershed areas comprised of almost 5,000 acres of City-owned land. Oversight is provided by the Water-Wastewater Commission.

III. Financial, Budgetary and Other Duties

- Prepare reports for regulatory agencies, City boards and commissions, as required;
- Oversee administrative functions including billing, payroll, warrant preparation and contractor payments;
- Oversee preparation of annual departmental budget; reviews and approves consolidated figures; presents budget recommendations and justification to the Mayor and City Council;
- Develop and implement appropriate controls to ensure operation within budgeting limitations; prepare the capital budget for review by the Mayor and Capital Improvement Commission;
- Responsible for procurement of tools, materials, equipment, construction and other services required for operation, maintenance, construction and planning of the Department in accordance with state procurement laws and City purchasing requirements;
- Consult with Mayor and/or his/her designee relative to personnel issues, employee safety, budget preparation procurement needs and all related matters;
- Avoid errors in judgment and administration which may lead to adverse effects on the City's ability to deliver services or which may result in lower standards of service, sub-standard construction or inadequate maintenance programs, with consequent danger to public safety;



City of Fitchburg

Commissioner of Public Works, Essential Functions, continued:

- Avoid errors in supervisory or financial decisions which could have adverse legal and financial repercussions;
- Perform similar or related duties, as required, directed or as situations dictate.

QUALIFICATIONS:

- Bachelor's Degree in Civil Engineering or related field, with minimum of 10 years' experience in engineering, public works administration or construction management, with significant experience working for a municipality or working with municipal clients highly preferred;
- Registration in Massachusetts as professional engineer;
- Must possess and maintain a valid motor vehicle driver's license;
- Must possess OSHA 10-hour safety training certificate within six months of appointment;
- Must successfully complete pre-employment physical, drug screening and background check;
- Must successfully complete six (6) month probationary period;
- Knowledge of occupational hazards in public works and safety measures to be implemented;
- Working knowledge of Massachusetts municipal procurement procedures;
- Proficient in MS Office applications, including Excel and Word;
- Ability to become proficient in MUNIS, street light software, GPS tracking software and pavement management software;
- Ability to prepare and administer budgets and prepare financial reports;
- Ability to read and interpret engineering specifications and drawings pertaining to public works infrastructure;
- General knowledge of accounting practices and principles;
- Must possess:
 - Ability to work well with others in a professional, team-oriented environment;
 - Ability to establish and maintain effective working relationships with personnel, regulatory officials, city officials and the general public;
 - Ability to deal with employees and the public tactfully and effectively and maintain positive public relations;
 - Excellent verbal and written communication skills and strong organizational skills;

PHYSICAL COMPONENT RATED: **Light to Moderate**

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.

Employee is regularly required to walk, stand, sit, talk and hear; uses hands to finger, handle, feel or operate objects, tools or controls and reach with hands and arms as in picking up paper, files and other common office objects; Ability to sit and to operate a keyboard and to view computer screens. Must be able to traverse uneven terrain and access all areas of construction site. May lift and/or move objects weighing up to 60 lbs. Vision and hearing at or correctable to normal ranges.

The City of Fitchburg is an Affirmative Action (AA) and Equal Opportunity Employer (EOE)

This job description does not constitute an employment agreement between the employer and employee. It is subject to change by the employer as the needs of the employer and the requirements of the job change.