

CITY OF MARLBOROUGH

Marlborough, MA 01752

AA19-04

POSITION AVAILABLE DEPARTMENT OF PUBLIC WORKS ASSISTANT COMMISSIONER – UTILITIES

The City of Marlborough is seeking to fill the position of Assistant Commissioner of Utilities in the Department of Public Works. This position is appointed by and under the administrative direction of the Commissioner of Public Works.

Responsibilities: Supervises the day to day operations of the Department of Public Works, with direct oversight provided to the personnel and operations within the Water & Sewer Division, Easterly Wastewater Treatment Plant (EWTP), Westerly Wastewater Treatment Plant (WWTP), Water Treatment Plant (WTP), Chemistry Laboratory, Municipal Solid Waste and Residential Solid Waste Drop-off Facility; meets daily with division management and visits off-site facilities; discusses and solves personnel, technical, and other problems as they arise; schedules work assignments through division management; monitors the status of on-going projects and makes inspections for compliance with plans and schedules; in conjunction with the Commissioner and division management, develops the budgets for the Water & Sewer Division, EWTP, WWTP, and WTP, Chemistry Laboratory; assists the Commissioner in the preparation of the department's capital outlay and capital program; and is responsible for maintaining and improving upon the efficiency and effectiveness of all aspects of responsible charge.

Plans seasonal and long-range work programs; estimates program costs; estimates materials, equipment, and staff needed to perform functions; reviews all division repair, construction, and maintenance projects to determine efficient use of equipment, materials and staff; oversees the department's industrial pre-treatment program and cross connection program; oversees and administers contract bidding for certain annual and capital projects including, but not limited to, chemicals and replacement parts; manages and participates in the maintenance of the water distribution and sewer collection systems; administers grants; responsible for meeting reporting requirements associated with federal and state permits; handles personnel disciplinary matters involving members of the department's four (4) collective bargaining unions; investigates and resolves complaints or problems from city officials and the public regarding public works services and facilities in a professional and timely manner; attends and represents the department as appropriate at public meetings; prepares and presents recommendations to various boards, and committees at the local, state and federal levels. Oversees special projects as assigned by Commissioner and shall act in the place of the Commissioner during absence. Position requires work outside normal business hours to perform duties and may be contacted at home at any time to respond to important situations and emergencies.

Minimum Qualifications: Bachelor of Science degree in civil or sanitary engineering or related field; registration as a professional civil or sanitary engineer in the Commonwealth of Massachusetts preferred; seven years of progressively responsible experience in civil or municipal public works construction, maintenance, engineering, and/or administration; or any equivalent combination of education and experience; Grade 2 Water Operator's License or the ability to obtain same within 6 months of appointment; Grade 3 or 4 Water Operator's License preferred; a valid motor vehicle operator's license; proficiency in the use of Microsoft Office Suite Munis, and Professional software applications; permanent place of residence within a 15 mile radius of the department's municipal garage within 6 months of employment.

Date of Posting: January 30, 2019
Salary: \$93,341.94 – \$104,997.88
Where to Apply: Please forward cover letter and a resume to:

Human Resources Department
City of Marlborough
140 Main Street
Marlborough, MA 01752

humanresources@marlborough-ma.gov

Position will remain open until filled.