

Town of Acton
Department of Public Works
Operations Superintendent

March 25, 2019

The Town of Acton is seeking a full time benefitted non-union Operations Superintendent reporting to the Director of Public Works. The selected candidate will be responsible for planning and organizing the daily activities of the Department, and responding to emergencies and weather related hazards.

Duties: Assist the DPW Director in the preparation, administering and oversight of the department budget, including the development of capital and operating budgets and ensuring that expenditures are within the established guidelines. Directs, leads and motivates employees of the Department; assigns and prioritizes daily work schedules and assignments; re-prioritizing work as the situation dictates; monitors progress on work assignments, schedules materials, supplies and lead time for projects and tasks to be performed. Recommends appropriate staffing levels and training opportunities; conducts personnel performance reviews; makes recommendations in hiring and firing; administers union contracts, personnel bylaws and personnel policies in concert with the Human Resource Director; may serve as a member of the Town's negotiating team for the purpose of collective bargaining. Assist in the development of operational policies and procedures to promote a safe, efficient, and cost-effective operation; ensures workforce adherence to all practices and procedures. Responsible for compliance, permitting and reporting requirements as mandated by the applicable agency for all the Public Works operations. Participate in public hearings and informational meetings in order to provide information or technical support on public works matters. Prepares and reviews contracts and bid specifications for department purchases; assist in the evaluation of bids. Coordinate emergency response for Public Works.

Minimum Entrance Requirements: Bachelor's degree with a minimum of (10) years of work experience in Public Works with at least five (5) years of supervisory/managerial experience, including some exposure to project management, budgeting, or contract administration or equivalent combination of education and experience. MCPPO training within one (1) year of hire. Must attend night and weekend meetings when deemed necessary.

Special Requirements: Certifications/Licenses

- Valid Class D Driver's License
- OSHA-10 or able to obtain within one (1) year
- OSHA Excavation Competent Person certification or able to obtain within one (1) year or by the next available training period, whichever comes first.

Preferred Qualifications:

- CDL Class A, Hoisting License Class 2A
- Experience in preparing and managing a Municipal Public Works Budget

Pay Rate: Grade I 17, **Salary Range** \$85,243.48 – \$111,223.40

To Apply: Submit resume and cover letter to Human Resources Department, Town Hall, 472 Main Street, Acton MA 01720. Or e-mail to hr@acton-ma.gov. Acton is an EOE.

Deadline: **April 12, 2019**