



PERSONNEL DEPARTMENT

400 SLOCUM ROAD
DARTMOUTH, MA 02747

PERSONNEL ADMINISTRATOR

MELISSA MEDEIROS
TEL: 508-910-1854 * FAX: 508-910-1885
MMEDEIROS@TOWN.DARTMOUTH.MA.US

JOB POSTING

TITLE: Director of Public Works
UNION: N/A
LOCATION: Public Works Department
DATE AVAILABLE: ASAP
SALARY: Grade 16 - \$130,000 - \$169,000

RESPONSIBILITIES:

The Director of Public Works is responsible for the overall management and administration of the Public Works Department. Work includes ensuring for the efficient and effective use of equipment and personnel, developing and administering budgets, policies and procedures, ensuring for the safety of employees and the public, performing procurement and contracting functions, responding to personnel management issues, and ensuring compliance with all applicable laws and regulations pertaining to department and division operations. Please see attached job description for complete details.

QUALIFICATIONS:

Bachelor's Degree in Civil Engineering and ten (10) years progressively responsible experience in municipal public work, as well as five (5) year of Town Engineer or private Engineer experience. The following licenses are required: Professional Engineer; MA Class D motor vehicle license; Certified Water Operator, Grade 5; Certified Wastewater Operator, Grade 5.

APPLICATION DEADLINE: Open Until Filled

Applicants may submit a cover letter and resume to:

Personnel Department
Town of Dartmouth
400 Slocum Road
Dartmouth, MA 02747

Or email to:

mmedeiros@town.dartmouth.ma.us

Town of Dartmouth is an Equal Opportunity Employer

Position Title: Director of Public Works

Statement of Duties

The Director of Public Works is responsible for the overall management and administration of the Public Works Department. Work includes ensuring for the efficient and effective use of equipment and personnel, developing and administering budgets, policies and procedures, ensuring for the safety of employees and the public, performing procurement and contracting functions, responding to personnel management issues, and ensuring compliance with all applicable laws and regulations pertaining to department and division operations.

Supervision

Work is performed under the administrative direction of the Board of Public Works and works with the Executive Administrator, in accordance with the Town Charter, as well as state and federal regulations. Employee establishes long and short-range plans and objectives, personal performance standards and assumes direct accountability for department results. Employee consults with the Board of Public Works on a daily basis to coordinate department operations. Employee develops and implements departmental policies, goals, objectives, and budgets, resolves all conflicts, which arise, and coordinates with others as necessary.

Employee has access to department personnel data, and access to collective bargaining negotiations, and lawsuits of the department.

Position is responsible for the supervision of several divisions within the Public Works Department, including seventy-five (75) full-time, seven (7) part-time, and five (5) seasonal employees. Employee recommends hiring and firing, and disciplines and evaluates employees. Staff is distributed in numerous locations; 3 water treatment facilities, 1 water pollution control facility, 22 sewage pumping stations, and 3 departments are located at the Department of Public Works administrative site. The nature of work and volume fluctuate due to the season, weather conditions, natural conditions, personnel changes, development pressure, regulatory changes, and budgetary constraints. Some events can be planned for in advance, others cannot. Employee is required to work outside of normal business hours as necessary to accomplish the position's functions, and may be contacted at home to respond to emergency situations.

Job Environment

Public Works Department
Director of Public Works
FLSA Exempt
20 March 2012

Position is responsible for managing functions and processes such as planning, organizing, controlling, coordinating, evaluating, and integrating activities and programs for the Public Works Department and its divisions. Employee uses extensive judgment and ingenuity to interpret and apply administrative or organizational policies, general principles, legislation, or directives that pertain to the department and divisions. Employee is required to develop new or adapt existing methods and approaches for accomplishing objectives or to deal with new or unusual requirements within the limits of the guidelines or policies. Employee is responsible for maintenance and repair of the Town's infrastructure through direction of departmental staff and equipment, private contractors, engineers, and architects.

Errors could result in personal injury/loss, delay or loss of service, legal repercussions, monetary loss, and injury to self and others, damage to buildings and equipment, and harm to the environment.

The position has frequent contact with the public in person, in writing and on the telephone. The purpose for contact is to respond to inquiries, requests, or complaints, render services, and/or give or receive information.

The position has daily contact with other town departments, Boards and Committees, state and federal regulatory agencies and organizations. The purposes for contact is to coordinate projects and proposals, discuss situations of mutual concern, discuss personnel matters, payroll issues, work assignments, and provide information and assistance. Contacts are made in person, on the telephone, via radio, or in writing.

Position Functions

The essential functions or duties listed below are intended only as illustration of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if work is similar, related, or a logical assignment to the position.

1. Manages the construction and or maintenance of roads, sidewalks, buildings, transfer station, equipment, sewer, water, and wastewater systems; plans and schedules public works projects and provides information to the various local and state boards and committees as required; reviews proposed highway construction and reconstruction and maintenance projects with the Board of Public Works, Department Directors, engineering staff and supervisors of the operating divisions, develops work schedule and prioritizes projects.

Public Works Department
Director of Public Works
FLSA Exempt
20 March 2012

2. Oversees through subordinates the planning, design, and operation of water and sewer distribution systems, storm drainage systems, road construction and improvements, winter maintenance, equipment maintenance, and various special projects of a public works nature; oversees through subordinates the personnel engaged in the operation of the wastewater and water treatment facilities.
3. Ensures that wastewater and water treatment facilities and sites comply with applicable environmental regulations and standards; confers with state and federal officials on matters of environmental concern.
4. Serves as Town Engineer, oversees the consulting engineers, the division supervisors and in-house engineering staff in the development of plans, priorities and timetables for all DPW projects.
5. Manages the department's personnel and handles all labor relations, training, staffing, and evaluation of employees; oversees management of departmental finances; administers all short and long-term planning; maintains departmental records and correspondence.
6. Prepares the DPW budget; coordinates preparation of division budgets and short and long range capital expenditure programs; presents annual budget to the Board of Public Works for approval; reports to the Select Board as required; coordinates budget activities with Executive Administrator.
7. Oversees the competitive bidding process to ensure compliance with applicable regulations; reviews bid proposals and interviews prospective contractors and consultants; monitors and evaluates contractual services for compliance with specifications and applicable conditions.
8. Represents the department at a multitude of different meetings both internally and externally; corresponds with the media as well as county, state and federal agencies to ensure compliance with all laws and regulations affecting the work of the department.

Recommended Minimum Qualifications

Physical and Mental Requirements

Employee works in varying conditions in a moderately loud office and in the field. Employee is exposed to outdoor weather conditions, high places, toxic or caustic chemicals, fumes or airborne particles, extremes of heat and cold, near moving mechanical parts, risk of electric shock, risk of radiation, and potentially dangerous situations up to 1/3rd of the time. Employee is required to stand, walk, sit, talk, listen, use hands, climb, balance, stoop, kneel, crouch, crawl, reach with hands and arms, and taste or smell up to 1/3rd of the time. Employee frequently lifts up to 10 lbs., occasionally lifts up to 60 lbs., and seldom lifts up to 100 lbs. Normal vision is required for the position. Equipment operated includes light trucks, automobile, heavy equipment, light equipment, pneumatic tools, power tools, hand tools, office machines and computers.

Education and Experience

A candidate for this position should have a Bachelor's Degree in Civil Engineering and ten (10) years progressively responsible experience in municipal public works, as well as five (5) years of Town Engineer or private Engineer experience.

Licenses/Certifications Required:

- Professional Engineer
- Massachusetts Class D motor vehicle license
- Certified Water Operator, Grade 5
- Certified Wastewater Operator, Grade 5

Knowledge, Skills and Abilities

A candidate for this position should have knowledge of the following:

- Principles of Public Works administration, including local, state and federal laws and regulations applicable to public works administration, engineering, roads and infrastructure, water quality and distribution, wastewater treatment, sewer distribution and sanitary landfills
- Public Works techniques, methods, and materials
- Procurement and contracting procedures and laws

Skill in:

- Organization and communication
- Customer Service and Public Relations
- Computer programs and applications
- Supervision of employees

Public Works Department
Director of Public Works
FLSA Exempt
20 March 2012

Dartmouth, Massachusetts

And ability to:

- Provide positive leadership and motivation to departmental employees
- Perform administration functions
- Develop and implement budgets
- Developing policies and procedures to accomplish goals and objectives

Public Works Department
Director of Public Works
FLSA Exempt
20 March 2012