

TOWN OF LUNENBURG
Assistant Town Manager/HR Director

Tom Alonzo, Chairman
Michael-Ray Jeffreys, Vice Chairman
Katey Adams, Clerk
Todd Dwyer, Member
James Marino, Member



17 Main Street
P. O. Box 135
Lunenburg, MA 01462
Phone 978-582-4130 x 150

Julie Belliveau, Assistant Town Manager/HR Director

Job Posting

Director of Public Works Full-time

The Town of Lunenburg is seeking qualified applicants for the position of DPW Director. The successful candidate will perform a variety of duties associated with professional, technical, administrative and supervisory work in planning, directing, managing, and controlling the operations of the Department of Public Works including Highway, Sewer, Parks, Cemetery, the Solid Waste and Recycling Program, and Town Facilities.

Bachelor's Degree in civil engineering, construction management, public or business administration, or a closely related field; 10 years progressively responsible experience in public works construction and maintenance; or any combination of education and experience. Must possess a valid CDL Massachusetts Driver's License.

Pay range \$83,000 - \$101,750.

Please send cover letter, resume, and employment application, located on the Town website, to jbelleveu@lunenburgonline.com or by mail to Julie Belliveau, Assistant Town Manager/HR Director, P.O. Box 135, Lunenburg, MA 01462. Position open until filled with preference given to applications received by October 14, 2020. AA/EOE.

Job Title: DPW Director	Hours per week: 40	FLSA Status: Exempt
Reports To: Town Manager	Department: DPW	Grade: 16

**TOWN OF LUNENBURG
DPW DIRECTOR**

Statement of Duties:

Professional, technical, administrative and supervisory work in planning, directing, managing, and controlling the operations of the Department of Public Works; all other related work as required.

Supervision:

Reports to and works under the general operational and administrative direction of the Town Manager. Performs highly complex and responsible functions requiring the exercise of broad discretion and considerable independent judgment in planning, directing, and overseeing of the operation and maintenance of the DPW. Receives direction from the Town Manager on non-routine matters as necessary. Serves as Department Head.

Supervises all DPW employees, including seasonal and temporary staff.

Job Environment:

Office work is performed under typical office conditions; frequent exposure to variable outdoor weather conditions and hazards associated with outdoor projects; required to attend meetings or direct field operations during non-business hours.

Operates departmental equipment such as vehicles, power tools and diagnostic equipment; also operates a computer and standard office equipment.

Makes frequent contact with the general public, other Town officials, state and regional government agencies, contractors and vendors; contacts are in person, by phone or in writing and involve discussing complex information; resolving service requests. Close cooperation, coordination and collaboration may be required with Town Boards and other Town departments.

Has access to department related confidential information, such as personnel records and bid proposals.

Errors could result in excessive costs, major financial losses from unauthorized expenditures, failure to receive funds due, lower standards of service, substandard construction and facilities and inadequate maintenance programs, with consequent danger to public safety; errors may also result in legal ramifications.

Essential Functions:

Essential functions or duties listed below are intended only as illustrations 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 the work is similar, related or a logical assignment to the position.

Manages, directs, plans, organizes and controls all operations and administration of the Highway, Sewer, Parks, Cemetery, the Solid Waste and Recycling Program and Town Facilities.

Evaluates Public Works needs to deliver effective and cost effective services; implements the goals and objectives as established by the Town Manager. Recommends long term and short term strategic plans to attain goals, has oversight for both short term and long term DPW planning.

Recommends, develops and implements DPW policies; formulates operating procedures; determines priorities and assesses progress.

Acts as the liaison with and represents the DPW before state, federal and regional authorities; ensures compliance with local, state, federal laws and regulations.

Annually prepares, recommends, and submits department budgets and short and long range capital expenditure programs to the Town Manager for review; monitors approved budgets to ensure operations are within guidelines; supervises payroll and accounts payable.

Advises the Town Manager on the technical aspects of DPW initiatives and programs; makes recommendations as appropriate.

Maintains cooperative relationships with all Town Departments for purposes of enhancing efficiency, productivity and morale. Maintains effective labor relations at departmental level.

Prepares bid specifications for construction projects and equipment.

Supervises employees, including but not limited to disciplines, suspensions, transfers, demotions, terminations, in accordance with applicable Collective Bargaining Agreements.

Establishes snow and ice removal operations; reviews routes and equipment utilization to ensure efficient operations.

Applies for and administers state and federal grants; prepares reports and documents as required; maintains DPW records and plans as required.

Directs, leads, motivates, assigns work, schedules and provides overall supervision and training for DPW personnel; recruits new personnel; reviews and evaluates work and performance.

Administers vehicle and equipment maintenance program and supervises vehicle maintenance operations including the Town's vehicle rotation program.

Perform other related duties as the situation dictates.

Recommended Minimum Qualifications

Education and Experience:

Bachelor's Degree in civil engineering, construction management, public or business administration, or a closely related field; 10 years progressively responsible experience in public works construction and maintenance; or any combination of education and experience.

Must possess a valid CDL Massachusetts Driver's License.

Knowledge, Ability and Skill

Knowledge: Thorough knowledge of the materials, methods, techniques and equipment relative to public works issues. Working knowledge of engineering principles, practices, and methods as applicable to construction and maintenance of roadways in a municipal setting. Considerable knowledge of/experience with state bidding practices and use of state contracts. Working knowledge of environmental health and safety relevant to DPW operations.

Ability: Ability to plan, assign and supervise the work of employees. Ability to interpret and develop plans and specifications. Ability to maintain effective public relations. Ability to interpret and apply federal, state and local bylaws and regulations as applicable to DPW activities. Ability to communicate effectively, both orally and in writing.

Skill: Skill in developing policies and procedures to accomplish stated goals and objectives. Demonstrated organizational, planning and financial skills.

Physical and Mental 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.

Moderate physical effort required in performing work. Occasionally required to move objects weighing up to 60 lbs. Requires good close, distant and peripheral vision and depth perception. Ability to lift heavy objects and to occasionally perform some strenuous work under varying weather conditions.

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

Approved:

Department Head

date

Town Manager

date

Personnel Committee Chair

date