

Director of Public Works

Requisition Code: DIRPW

Classification: Exempt – Salary

Grade/Level/Pay Range: Level 19

Reports to: Town Manager

Date: September 21, 2020

JOB DESCRIPTION

Summary/Objective

In accordance with applicable general laws, by-laws, and all rules and regulations promulgated there under, directs, plans, organizes, and controls all operations of the DPW including the following divisions: Administration, Engineering, Highway, Parks & Cemetery, Forestry, Facilities, Fleet Maintenance, and Sewer.

Essential Functions

This position is required to effectively develop and manage:

- DPW operating budget, DPW Sewer Enterprise, DPW Water Enterprise, Municipal Fuel, Conservation Commission.
- Short term and long-term Capital Improvement plans.
- Town's Roadway, Drainage and Facilities Improvement Programs.
- Town's compliance with the NPDES Phase II Storm water Program
- Snow and ice control programs.
- Town's solid waste programs.
- Departmental Safety program.
- Department's Table of Organization and Equipment Inventory.
- Hiring process for new employees and making recommendations to Town Manager for new hires.
- Reviewing the performance of all Departmental employees and recommending personnel actions to the Town Manager.
- Performs other related duties as required and assigned.

This position is required to:

- Direct, lead, motivate, schedule and assign work.
- Provide overall supervision and training for DPW personnel in accordance with all applicable laws and personnel practices and policies.
- Evaluate Public Works needs to deliver cost-effective services.
- Implement the goals and objectives as established by the Town Manager and recommend long-term and short-term strategic plans to attain goals.
- Assess performance of the Department and recommend changes in policies, procedures, methods and equipment to improve efficiency and service delivery.
- Prepare and manage bids, RFP's, RFQ's, and contracts for contracted work.
- Keep abreast of legislative, technical and professional developments in the field through continuing education, professional associations, publications, conferences and seminars, and peer group associations. Share relevant information with staff and Town officials.
- Provide plan review and inspection services for projects before the Planning Board and Conservation Commission.
- Act as the liaison with and represent the DPW before state, federal and regional authorities.
- Ensure compliance with local, state, and federal laws and regulations.
- Serve as the DPW public information officer in responding to suggestions, complaints and criticisms.
- Serve as the key technical engineering resource of the Town of Oxford.
- Must be available for off-hour work including evening meetings and emergencies.

Competencies

- Candidate must possess a thorough knowledge of personnel policies and procedures; creating and managing multiple budgets for a wide array of service lines; principles and practices of Civil Engineering; planning, bidding and constructing public works and facilities projects; public building systems management; public procurement for services, supplies and construction.
- Excellent Time Management skills required.
- Maintain frequent contact with Town and School officials, vendors, and the general public that requires excellent customer service skills. Contact may be made in person, in writing, or by telephone.

Supervisory Responsibility

Will supervise all DPW employees through subordinate managers/supervisors.

Work Environment:

The work environment is typically performed under typical office conditions, using office equipment, computers, fax machines and telephones. The work performed in the field involves exposure to hazards associated with extreme weather conditions, toxic or caustic chemicals. Candidate will work near moving mechanical machinery as well as construction sites and will be required to wear safety equipment.

Physical Demands

Light to moderate physical demands are required to perform inspections and respond to emergencies. Must be able to climb stairs and to transverse uneven terrain. Frequent movement of equipment and vehicles may be required. Fine motor skills include moving desk objects and using office equipment including telephones, personal computers, handheld technology. Visual skills require routinely reading documents for general understanding and analysis.

Position Type and Expected Hours of Work

This is a full time exempt position. May require work in excess of eight (8) hours per day.

Travel

Travel is required to construction and inspection sites.

Required Education and Experience

- A Bachelor's Degree in Civil Engineering
- Seven to ten (7-10) years of progressive experience in public works, municipal government.
- Five (5) years of supervisory experience
- Registration as a Professional Engineer in the Commonwealth of Massachusetts is required, or the ability to obtain within six (6) months.

Work Authorization

Provide appropriate documentation to verify your authorization to work in the United States.

AAP/EEO Statement

The Town is committed to providing equal employment opportunities. The Town will not discriminate against employees or applicants for employment on any legally-protected class status, including, but not limited to race, color, religion, sex, sexual orientation as defined by law, national origin, member of uniformed military services, physical or mental disability, age as defined by law, or genetic information.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.