



Town of Spencer
Office of the Board of Selectmen
&
Town Administrator

Board of Selectmen:
Ralph E. Hicks
Warren A. Monette
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John F. Stevens
Gary E. Woodbury

Town Administrator:
Thomas Gregory
tgregory@spencerma.gov

Utilities and Facilities Superintendent

The town of Spencer is seeking an experienced professional engineer to act as the Utilities and Facilities Superintendent. Under the general direction of the Town Administrator, this position supervises the work of highway field operations, construction, maintenance, and engineering of the following: roads and related infrastructure, vehicles, buildings and grounds, traffic sign and markings maintenance, monitoring of street lighting services, operation of the transfer station, and special projects as assigned. Under the direction of the Water Commissioners, this position also provides day-to-day operational management of the water system. Successful experience with grant management required. Experience with public procurement required. BS in Civil Engineering or related field with 3-5 years experience required; licensed professional engineer preferred. This is a full-time position with a salary up to \$110,000, plus a competitive benefits package. Interested candidates should visit http://www.spencerma.gov/Pages/SpencerMA_Vol/index for application details. Submit letter and resume to Town Administrator, Town of Spencer, 157 Main Street, Spencer, MA 01562 or email to tgregory@spencerma.gov. Application deadline is May 14. The town of Spencer is an equal opportunity employer.

Town of Spencer

Job Description

Department: Utilities & Facilities
Job Title: Utilities & Facilities Superintendent

Supervision

This position operates under the general direction of the Town Administrator as well as under general direction of the Water Commissioners.

Primary Purpose

Under general direction of the Town Administrator, plans, organizes, coordinates and supervises the work of highway field operations, construction, maintenance and engineering of the following: roads, bridges, sidewalks, storm drainage, construction equipment, vehicles, buildings and grounds; traffic sign and markings maintenance and installation, and the monitoring of the street lighting services of the power company; and other special projects. These special projects may include assisting other parts of municipal government.

Under general direction of the Water Commissioners, plans, organizes, coordinates and supervises the work of a municipal water system including the administration, construction, maintenance and engineering of the following public water supply functions: permitting, production, treatment, storage, control, distribution; conservation, metering and customer service programs.

Essential Duties and Responsibilities The essential duties of functions listed below are illustrations of the type of work 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.

Plans and recommends improvements to the water, roads, buildings, and park facilities, participates in the development of standards and specifications for recommended improvements.

Ensures that the town is in compliance with DEP permit requirements, water supply treatment and distribution requirements, storm water management and any other requirements established by regional, state and federal regulatory agencies, interprets policies and procedures established by regulatory agencies, interprets laws relative to regulatory compliance requirements of defined functional areas.

Monitors and manages outside service, construction and consulting contracts and represents the town in contract negotiations as necessary. Evaluates contract requirements and compliance of contractors. Participates in the preparation of the Town's Budget and Financial Plan as it relates to highway, parks, buildings and utilities operating and capital improvement programs.

Reviews Water Fund revenue and expenditures and recommends appropriate adjustment to rates and fees based on established Town policies.

Prepares and presents reports to Town Administrator, Board of Selectmen, Water Commissioners and Town Meeting.

Seeks, writes and determines eligibility of the town to obtain grants and low interest loans to enhance the town's infrastructure and operations.

Represents the Town in work with other agencies and organizations In participating in regional transportation funding development process.

Supervises and participates in the preparation of weekly, monthly and annual reports for the Departments to the Town Administrator, Board of Selectmen, Water Commissioners and various regulatory agencies.

Receives, investigates, and resolves difficult and complex complaints and requests within the framework of accepted Town policies and procedures, and/or refers requests with appropriate recommendation to the Town Administrator, Board of Selectmen or Water Commissioners for policy direction.

Coordinates the activities of the Highway and Water Departments with other Town departments, divisions, sections and outside agencies.

Directs or coordinates the Town's response to a variety of emergencies not limited to the following, -- flooding, snow, ice, hurricanes, street and bridge collapses, hazardous waste spills etc..

Responsible for all aspects of procurement for departments managed including, but not limited to, buying, purchasing, leasing, or otherwise acquiring supplies, services, design services, or construction work, and all of the functions that pertain to such acquisition, including description of requirements, selection of sources, solicitation and evaluation of offers, contract preparation and award, and all phases of contract administration, and construction oversight performed by individuals or contractors employed by the Town. Also responsible for managing or administering a procurement activity for all departments managed and includes evaluations and decision-making authority with respect to procurement activities, or authority with respect to the procurement, supervising and oversight of subordinate activities of public employees involved procurement, or construction oversight, responsible for making recommendations or providing legal procurement statute and guidance advice to others on procurement related activities and responsible for conducting performance reviews or audits of public procurement activities, contractors and staff where needed.

Reviews work progress and problems with subordinate supervisors.

Makes special studies and reports as to the use of staff, work methods, equipment organizational changes, records systems and administrative improvements.

Prepares annual work program and budget estimates.

Reviews monthly cost and budget reports to check conformance with annual work management plan/program and budget.

Receives and checks work requests from other divisions or departments.

Receives and investigates complaints from citizens, public officials, civic organizations and takes or recommends appropriate courses of action.

Performs related duties and responsibilities as required.

Supervisory Responsibilities

Chief Water Operator, Working Foreman, clerical support staff, equipment operators and laborers.

Qualifications To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

The successful candidate must have a BS in Civil Engineering or related field; and 3-5 years of experience (licensed professional engineer preferred); or an equivalent combination of education and experience. Must reside within 15 miles of Spencer within six (6) months of the date of completion of any probationary period.

Knowledge, Skills, and Abilities

Knowledge of methods, materials, and equipment required in the operation, maintenance and construction of water supply, water distribution, streets storm systems, traffic control, painting, sidewalks, parks, turf and related facilities.

Knowledge of principles and practices of supervision.

Knowledge of safe work practices, procedures and regulations (i.e., OSHA MUTCD, etc.).

Ability to effectively plan, organize, lead and control the operations of the field operations division.

Ability to perform inspections, evaluations, and analyses necessary for developing alternatives to improve division operation.

Ability to implement improvement in organization, work procedures, and equipment.

Ability to make accurate cost, material and labor estimates.

Ability to analyze problems and arrive at appropriate solutions.

Ability to read and interpret blueprints and engineering plans.

Ability to communicate effectively, both verbally and in writing.

Ability to use computer applications software for word processing, spread sheet applications, and presentation software.

Ability to establish and maintain work relationships with those contacted in the course of work.

Ability to maintain physical condition appropriate to the performance of assigned duties and responsibilities and operating assigned equipment.

Ability to communicate with others and to assimilate and understand information, In a manner consistent with the essential job functions.

Ability to make sound decisions in a manner consistent with the essential job functions.

Certificates, Licenses, Registrations

Massachusetts Drivers License Class D.

Physical Demands 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. .

Be able to perform the essential functions /duties of this position including but not limited to frequent strenuous physical effort, able to lift and carry up to 100 lbs., able to bend, kneel, reach, and squat frequently through the work shift.

Work Environment The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

Work in a wide variety of inclement (heat/cold) weather in shifts greater than 8 hours, able to use and wear protective equipment and clothing such as hearing protection, eye protection, foot and hand protection and the like.

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

Employee Signature Date

Town Administrator Date