



TOWN OF
STONEHAM
MASSACHUSETTS

HUMAN RESOURCES DEPARTMENT
DONNA GAFFEY, DIRECTOR
35 CENTRAL STREET
STONEHAM, MA 02180-2087
TEL: 781-279-2620
FAX: 781-279-2602
dgaffey@stoneham-ma.gov

**Town of Stoneham
Director of Public Works
Employment Opportunity**

The Town of Stoneham is a residential suburban community located at the intersection of I93 and I95 less than 10 miles to the city of Boston. Stoneham currently is seeking to fill the full-time position of Director of Public Works. This position is regarded as a highly responsible leadership position reporting to the Town Administrator.

The DPW Director performs management, administrative, supervisory and technical work planning, directing, and managing operations of the Department of Public Works, including administration, engineering, highway, properties and buildings, water, sewer, forestry, parks, cemetery, solid waste and recycling, and vehicle maintenance; all other related work, as required.

The DPW Director represents, interacts and negotiates with the department at a variety of meetings both within and outside the town; develops and maintains effective working relationships with municipal, regional, state, and federal officials and agencies to ensure compliance with all laws and regulations and consent decrees affecting the work of the department.

The DPW Director engages in crisis management and develops solutions to emergencies caused by failing infrastructure systems, weather events and other unplanned events; marshals resources to respond to such situations and establish priorities.

Strong management and communication skills are essential in performing the duties of the DPW Director position. Stoneham offers generous benefit package in addition to a competitive salary. Hiring range

\$111,852.59 - \$126,551.02 is commensurate with education and experience. Open until filled. First review of applications will be on April 2, 2019.

To apply for this position send application materials, cover letter, resume and Town of Stoneham job employment application to:

dgaffey@stoneham-ma.gov

The Town of Stoneham is an Equal Opportunity/Affirmative Action Employer

DIRECTOR OF PUBLIC WORKS

Town of Stoneham

Definition

The Director is a non-union management position that performs management, administrative, supervisory and technical work planning, directing, and managing operations of the Department of Public Works, including administration, engineering, highway, properties and buildings, water, sewer, forestry, parks, cemetery, solid waste and recycling, and vehicle maintenance; all other related work, as required.

Essential Duties and Responsibilities

The 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.

Supervises and directs the Department of Public Works, including administration, engineering, highway, properties and buildings, water, sewer, forestry, parks, cemetery, solid waste and recycling, and vehicle maintenance; oversees the development and execution of the department's budget and capital plan.

Represents, interacts and negotiates with the department at a variety of meetings both within and outside the town; develops and maintains effective working relationships with municipal, regional, state, and federal officials and agencies to ensure compliance with all laws and regulations and consent decrees affecting the work of the department.

Engages in crisis management and develops solutions to emergencies caused by failing infrastructure systems, weather events and other unplanned events; marshals resources to respond to such situations and establish priorities.

Responds to inquiries from the general public and town employees pertaining to departmental projects and policies; resolves citizen problems and responds to requests for service; develops plans to improve traffic management.

Responsible for personnel, including assignment of personnel, evaluation of performance, establishing standards of performance and conduct, administering discipline, attendance, promotional processes and other personnel management functions. Ensures the clear definition of accountabilities for all subordinate personnel. Provides for departmental personnel administration and appraises the performance of all direct subordinates. Ensures that appropriate safety training is implemented.

Provides or coordinates engineering expertise and assistance to the Select Board, Town Administrator, Board of Health, Planning Board, Zoning Board of Appeals, Board of Assessors, Building Inspector and Conservation Commission. Reviews of subdivision plans and applications; makes recommendations for permits, licenses, etc. for conformity to federal, state and town by-laws and regulations.

Prepares departmental budget for review by the Select Board; oversees the monitoring of expenditures and the maintenance of records, submits reports as required by regulatory agencies; submits annual reports of departmental activities for inclusion in the Annual Town Report. Submits monthly reports to the Town

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Administrator and Select Board, as requested, summarizing activities and presents same at monthly Select Board meetings.

Responsible for field investigations, surveys, plan and specifications, cost estimates for construction or reconstruction of highways, sidewalks, water distribution systems, sewer systems and other capital projects. Develop plans, construction schedules and cost estimates for same. Inspects and approves public work projects constructed by staff and/or private contractors

Plan, implement and direct policies and procedures for snow and ice operations, including equipment, personnel, training and materials.

Prepares applications for federal and state grants for public works projects.

Oversees the preparation, administration and awarding of contracts in accordance with Massachusetts procurement law.

Supervision

Works under the direction of the Town Administrator; responsible duties require the exercise of considerable independent judgment in the planning, direction, and administration of the operation and maintenance of the public works infrastructure.

Supervisory Responsibilities

Directly supervises approximately 30 full-time employees.

Work Environment

Approximately 50 percent of work is performed under typical office conditions; outside work involves exposure to variable weather conditions and hazards associated with construction sites. The volume of work is subject to emergencies and weather-related conditions. The employee is regularly required to attend evening meetings and work outside of normal business hours; on call to respond to emergencies.

The employee operates standard office equipment and an automobile.

The employee has extensive contact with the general public, town department heads, federal, state and regional agencies, the Select Board, contractors, and consultants. Contact is in person, by telephone, and in writing.

The employee has access to department-oriented confidential information, including personnel records and other employee information, law suits, and bid documents.

Errors in administrative decisions could result in injury to others, delay or loss of service, damage to buildings or equipment, monetary loss, and legal repercussions.

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Recommended Minimum Qualifications

Education and Experience

A minimum of seven (7) to ten (10) years of experience of which three (3) of those years were in a supervisory position is required; Graduate of a four-year college with a Bachelor's degree in Civil Engineering or Public Administration in a related field is preferred; or any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job. Registered Professional Engineer and Registration as a Land Surveyor are preferred.

Additional Requirements

Valid Massachusetts motor vehicle operator's license

As a condition of employment, must complete a CORI examination, be subject to a background check and a pre-employment physical.

Knowledge, Ability and Skill

Considerable knowledge of the principles and practices of public works management; technical and practical knowledge of the materials, methods and techniques relative to public works projects and issues; thorough knowledge of public works financing and administration; considerable knowledge of personnel management, collective bargaining processes and purchasing procedures.

Ability to respond to emergencies and solve problems; ability to plan, assign and supervise the work of groups of employees engaged in a variety of public works construction and maintenance operations; ability to communicate effectively orally and in writing; ability to establish and maintain effective and working relationships with town officials and departments, state and regional agencies, the general public, consultants, vendors and contractors; ability to work with aggrieved members of the public tactfully and effectively and maintain positive public relations; ability to prepare and administer budgets and long-term capital plans.

Management and leadership skills; excellent customer service and public relations skills; skill in developing policies and procedures to accomplish goals and objectives.

Physical Requirements

Work requires some agility and physical strength, such as moving in or about construction sites or over rough terrain, or standing or walking most of the work period. The employee is frequently required to stand, walk, sit, speak and hear and use hands to operate equipment; the employee is occasionally required to lift and move objects weighing up to 30 pounds. Vision requirements include the ability to read and analyze documents, use a computer and operate a motor vehicle.

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.

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