



TOWN OF WATERTOWN
PERSONNEL DEPARTMENT
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GAYLE M. SHATTUCK
Personnel Director

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VACANCY ANNOUNCEMENT

SUPERINTENDENT OF PUBLIC WORKS

DEPARTMENT OF PUBLIC WORKS

The Town of Watertown (population 36,000) seeks a highly qualified, skilled manager to fill the position of Superintendent of Public Works. The Superintendent is responsible for the administration, management, supervision, direction and coordination of all functions and activities of the Department of Public Works including the following divisions: Administration, Central Motors, Highway, Property & Buildings, Cemetery, Forestry, Parks, Water & Sewer, along with Snow Removal, Street Lighting, Stormwater and Waste Disposal/Recycling. The Superintendent oversees a department of 54 employees and a General Fund Budget of \$10.7 Million, Water and Sewer Enterprise Fund Budgets of \$19.1 Million and various Capital Improvement Program Projects including \$107.5 Million in street and sidewalk improvements from the Fiscal Year 2021-2025 Capital Improvement Program. The Superintendent also serves on the Emergency Management Team and Traffic Commission.

Under the policy direction of the Town Manager, the successful candidate will exercise considerable independent judgement and will be responsible for improving the operational efficiency, flexibility, and capacity of the Public Works Department to meet the Town's growing needs to manage contractors, respond to work order requests, oversee development projects, plan and implement infrastructure improvements, improve communications to residents about road construction, comply with the MassDEP 2030 Solid Waste Management Plan, and maintain complete streets infrastructure.

Required Minimum Qualifications

A bachelor's degree in civil engineering with seven to 10 years of progressive experience in public works, municipal government coupled with five years of supervisory experience is required. Registration as a Professional Engineer in the Commonwealth of Massachusetts (or the ability to obtain Registration within six months) is required. Massachusetts Certified Public Purchasing Official (MCPPO) Certification preferred. Demonstrated oral and written communication skills; excellent interpersonal skills. A valid Massachusetts driver's license required.

SALARY RANGE: \$133,200 – \$145,600 plus excellent benefits

TO APPLY: Town of Watertown application form is available at www.watertown-ma.gov in the document center/personnel tab or at the Personnel Department. An application form with resume and cover letter is accepted by email: personnel@watertown-ma.gov; fax 1-617-923-8195 or at the Personnel Department, 149 Main Street, Watertown, MA 02472.

BY: Review of resumes will begin immediately and position is open until filled.

AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER