

DIRECTOR OF PUBLIC WORKS

TOWN OF WELLESLEY

The Town of Wellesley is seeking to fill the position of Director of the Department of Public Works (DPW). The role of Director is to serve as the chief executive officer responsible for the operation and maintenance of the Town's public works, including streets, sidewalks, drainage systems, public lands, engineering projects, recycling and disposal facilities, and the Town's rate based Water and Sewer Enterprise Funds.

Overseen by a three member elected Board of Public Works (BPW), the DPW provides public utilities and services to the Town. Appointed by and under the general direction of the BPW, the Director's primary responsibilities are the management of the DPW and of the Water and Sewer Enterprise Fund Programs, including strategic and long-range planning, capital programs, daily operations and administration, budgeting and financial performance. The Director represents the Town and the Department on behalf of the BPW while interacting with citizens, other Town boards and departments, elected officials, other municipalities and state and federal agencies. The work requires thorough knowledge of the practices and procedures of municipal public works. The incumbent is on call at all times.

Minimum requirements include, but are not limited to: Bachelor's Degree in Engineering, Business, or Public Administration, or related field or equivalent; seven years of performance based senior level management experience in public works; experience in preparing budgets, contracts, bid documents and long term planning; an extensive understanding of the most complex activities, practices and procedures of public works within municipalities with comparable facilities and service requirements; experience in labor negotiations; and a valid driver's license. Preferred: Master's Degree in Engineering, Business or Public Administration.

Anticipated hiring range is \$107,400 to \$166,200 with an excellent benefits package. To apply, submit a cover letter and resume to the Human Resources Department, 525 Washington Street, Wellesley, MA 02482 or e-mail as a Word or PDF document to hr@wellesleyma.gov by October 31, 2018. AA/EOE