

TOWN OF BELMONT POSITION DESCRIPTION

POSITION TITLE: DIRECTOR OF PUBLIC WORKS

PURPOSE OF POSITION

The purpose of this position is to perform complex supervisory, administrative and professional work in planning organizing, directing and supervising the Public Works Department comprised of divisions responsible for building, maintaining and/or administering the Town's cemetery grounds, recreational programming, recreational facilities and grounds, roads and highways, parks and forestry, solid waste and recycling, drinking water, sanitary sewer, storm water and central fleet maintenance.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Plans, organizes, directs and supervises the Public Works Department including administration, cemetery services, recreational facilities, athletic field and grounds maintenance, street construction and maintenance, snow and ice control, sanitary sewer construction and maintenance, storm water construction and maintenance, municipal garage providing central fleet management for all Town vehicles, forestry services comprised of tree planting, care and removal, solid waste and recycling collection and disposal, drinking water maintenance and distribution services.

Supervises delivery of services directly and through Division Managers. Assigns, reviews, plans and coordinates work activities. Provides work instruction and training. Maintains work standards and evaluates employee performance. Responds to employee issues and concerns. Interviews and recommends employment candidates for hire. Recommends the transfer, promotion, salary increase, discipline or discharge of employee(s). Oversees safety training and ensures compliance with applicable health and safety rules and regulations.

Supervisors and coordinates services for metering and billing water and sewer service. Coordinates and assists in the investigation and resolution of water and sewer billing disputes with the Water Advisory Board..

Supervises the delivery of services from contractual employees and companies directly and through Division Managers. Oversees contractors for major construction and repair activities for public projects to ensure compliance with plans and specifications.

Develops, prepares and recommends the Public Works Department annual operating budget, annual capital budget plan and five-year capital budget plan. Monitors expenses against approved budget. Expends funds as authorized. Accounts for all Public Works funds.

Complies with all local, state and federal laws and regulations.

Performs long-range planning and strategizing to anticipate needs in staffing levels, capital funding and operational objectives of the Public Works Department.

Develops Public Works policy and procedures. Defines and develops organizational structure. Evaluates department performance and adjusts operations as needed.

Responds to and coordinates response to public health and safety emergencies including weather emergencies, snow and ice control and infrastructure maintenance and/or failure. Responds to a variety of requests for information from

residents, citizen committees, Town Committees, Town Departments and elected and appointed officials regarding public works services. Represents the Town at meetings, conferences and public forums. Coordinates public works operations and activities with other town departments to share resources and work on joint projects. Provides information for the media and public outreach. Responds to requests for information from state and federal agencies

Acts as liaison for the appointed Board of Water Commissioners. Develops and recommends water rates, miscellaneous charges and policy for the Water Division.

Acts as liaison for the elected Board of Cemetery Commissioners. Develops and recommends cemetery rates and policies for cemetery division.

Develops and recommends program policy and rates for sanitary sewer program.

Confers with developers and utility company officials to achieve operational objectives and compliance with Town standards.

Procures supplies and services by preparing Invitations to Bid and Requests for Proposal for public works operations in accordance with the Commonwealth of Massachusetts Uniform Procurement Act, Chapter 30B and other procurement laws. Interprets plans, blueprints and specifications and develops specifications for town supplies and equipment, obtain bids and recommend awards for outside construction, services, light and heavy equipment and supply contracts.

Coordinates planning and design activities with the Community Development department on major capital projects such as the construction and reconstruction of roads and utilities.

Operates an automobile/utility vehicle, personal computer, and standard office equipment as necessary to complete essential functions, to include the use of word processing, spreadsheet and budgetary software.

ADDITIONAL FUNCTIONS

Performs other related duties as required.

MINIMUM QUALIFICATIONS

Bachelor's degree in civil engineering or closely related field; supplemented by seven or more years of experience managing departmental programs and supervising employees; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Must possess and maintain a valid Massachusetts driver's license. A Professional Engineer designation and a Massachusetts Grade 3 Distribution Drinking Water license preferred.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to coordinate, manage, and/or correlate data. Includes exercising judgment in determining time, place and/or sequence of operations, referencing data analyses to determine necessity for revision of organizational components, and in the formulation of operational strategy.

Human Interaction: Requires the ability to function in a director capacity for a major organizational unit requiring significant internal and external interaction.

Requires the ability to communicate orally and in writing with Board of Selectmen, Town Administrator, department managers, division managers, employees, state and federal agencies, contractors and vendors, town residents, and various committees and boards concerning department functions.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize consulting and advisory data and information, as well as reference, descriptive and/or design data and information as applicable.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations involving algebraic principles and formulas, and geometric principles and calculations.

Functional Reasoning: Requires the ability to apply principles of logical or scientific thinking to implement both intellectual and practical relationships. Involves responsibility for consideration and analysis of complex organizational problems of major functions.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving broader aspects of organizational programs and operations, moderately unstable situations, or the direction, control and planning of an entire program or set of programs.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station. Essential functions require the ability to maneuver on construction sites, in below grade trenches and confined structures and in treacherous weather conditions.

Sensory Requirements: Some tasks require the ability to perceive and discriminate visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Work is normally performed in an office environment under generally safe and comfortable conditions. Performance of essential functions may occasionally require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, smoke, temperature and noise extremes, hazardous materials, fire, unsafe structures, heights, confined spaces, machinery, vibrations, electric currents, traffic hazards, bright/dim lights, toxic agents, explosives, water hazards, disease, pathogenic substances, or rude/irate customers.

The Town of Belmont, Massachusetts is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Town will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.