



Town of Belmont Employment Opportunity

ASSISTANT DIRECTOR OF PUBLIC WORKS - OPERATIONS

DEPARTMENT OF PUBLIC WORKS

Grade 19 – NON-UNION - Exempt - Full Time – 40 Hours

COMPLETE BENEFIT PACKAGE - \$95,943.67 - \$136,837.87 + Signing Bonus

In addition to performing the responsibilities associated with this role, will assist the Director of Public Works in planning, organizing, directing and administering all responsibilities of the DPW. In the absence of the Director and the Town Engineer, assumes all responsibilities for the Department of Public Works.

- Performs highly responsible functions requiring the exercise of a great deal of independent judgment in all aspects of public works. Either directly or through subordinates, supervises 40-50 full-time equivalent employees, including the DPW Department Division Managers.
- Must be available to respond to emergencies at all times. Coordinates the allocation of public works resources to efficiently and effectively deliver services both on a daily basis and during emergencies.
- In conjunction with the Director, develop, manage and monitor annual department operating budget and five-year capital improvement plan.
- Prepares bid specifications and requests for proposals for goods and services. Oversees contractor and vendor performance for compliance with contracts and town standards.
- Attends and participates in Select Board meetings and a variety of other meetings involving public works. Reports on department activities and provides information and technical advice as needed and requested.
- Maintains knowledge of public works maintenance, construction and repair standards; regional development and planning trends; public works health and safety regulations.

Complete Job Description available upon request.

Bachelor's degree in related field, such as civil engineering or public administration, and five to seven years or increasingly responsible municipal public works experience, including two years of administrative and supervisory responsibility; or any equivalent combination of education and experience.

Applicants must submit the required Town of Belmont application form, resume and cover letter to the Town's Human Resources Department, 455 Concord Ave, Belmont, MA 02478 or fax 617-993-2741, or e-mail to humanresources@belmont-ma.gov



Application Process

All applicants are required to complete a Town application form, available from the Town's website, www.belmont-ma.gov, by emailing humanresources@belmont-ma.gov, calling (617) 993- 2740 or by visiting the Human Resources Department at the Belmont Town Hall. Applicants may attach resumes to the Town application form as additional information but cannot use this in lieu of completing the required form.

All full-time and some part-time employees will need to complete a pre-employment physical and drug-screening examination. Certain positions will also require a CORI criminal background screening. The Town reserves the right to modify the application deadline and/or accept applications after the deadline in order to best serve the interest of the community.

After the submission deadline, the Human Resources Department and a review committee will review all completed applications and will select the most highly-qualified respondents for interviews. The Town will acknowledge receipt of completed applications that it receives and will only further contact individuals who the Town selects to interview.

Individuals who need accommodations in order to participate in this process should contact the Town's Human Resources Department. Please address all questions regarding the Town's hiring process to:

Human Resources Department
Town of Belmont
455 Concord Avenue
Belmont, Massachusetts 02478
(617) 993-2740
[humanresources@belmont-
ma.gov](mailto:humanresources@belmont-ma.gov)