



**JOB POSTING
TOWN OF WRENTHAM**

ASSISTANT DIRECTOR OF PUBLIC WORKS

The Town of Wrentham is seeking a qualified Assistant Director of Public Works to provide overall management, administration and direction of all public works divisions, program and functions.

Duties include but are not limited to: Assists the DPW Director with supervision of all Departmental employees and functions as well as overall management, administration and direction of the public works divisions. Responsible for proper management, operation and maintenance of water supply, treatment, storage and distribution system. DPW Assistant Director serves as a spokesperson or recognized authority of the organization in matters of substance or considerable importance, including Departmental practices, procedures, regulations or guidelines. The Assistant Director is the primary contact between the department and the MassDEP Public Drinking Water System Operations. May be required to discuss controversial matters where tact is required to avoid friction and obtain cooperation. Provide high level of customer service to resolve issues and follow up to resolutions; Participate in interviews for employment; provides supervision to employees in all divisions, providing training, managing performance. Participates in the application and administration of grants across a wide scope of public works disciplines. Instrumental in participating in department budgeting and capital planning. Participate in the procurement process for Department, generates specifications, bids and reviews proposals; Coordinates efforts of subcontractors, vendors, and developers on a variety of issues, including inspections and major projects; reviews and approves designs, plans, and documents in accordance with applicable standards. Assists with the overall application and management of the MS4 and IDDE programs. Mandatory availability for snow removal and other emergencies. Perform a variety of related duties.

Qualifications and Experience: Bachelor's degree in engineering with three to five years of related experience is required. A Master's Degree in Public Administration and/or a Civil Engineering degree is preferred. Should have a minimum of 8 years' experience in a municipal setting with at least 3 years of increasingly responsible leadership roles. Must have a solid, expansive background in all aspects of Public Works; Strong financial, long-term capital, and procurement knowledge and experience; Familiarity with MassDOT permitting and funding processes. An equivalent combination of education and experience may be substituted for listed requirements at the discretion of the hiring authority.

Must be able to maintain effective working relationships with co-workers, department personnel, Town officials, outside agencies and the public as a representative of the Wrentham DPW. Exceptional computer skills and technical proficiency. Ability to multi-task and prioritize work and provide direction. Certified Operator of Massachusetts Drinking Water Facility with Grade 2D and T1 license or ability to gain in 12 months; Valid motor vehicle license.

Salary: Full time Benefit-eligible position; hiring range \$100,000 - \$110,000, depending on qualifications.

To Apply: Email employee application, resume and cover letter to HR@Wrentham.gov or mail to Town of Wrentham, Human Resources Department; 79 South Street, Wrentham, MA. 02093. This posting is open until filled. Consideration will be given to resumes received by May 3, 2023

POSTED: APRIL 19, 2023.

Equal Opportunity Employer

The Town of Wrentham accommodates the needs of all physically challenged or disabled people by all reasonable means in accordance with the Americans with Disabilities Act.