



Town of Norfolk

One Liberty Lane
Norfolk, MA 02056

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TOWN CLERK
NORFOLK

Director of Public Works

Department of Public Works

Grade 17
40 Hours per Week
\$125,000-\$140,000 DOQ

The Town of Norfolk is seeking a talented and innovative public works executive to lead the Department of Public Works. The successful candidate will have the opportunity to shape the future of our community's public works infrastructure. The Norfolk DPW Director leads a team of 17 full-time employees and 1 part-time employee. The Town of Norfolk is 15.2 square miles and has over 77 miles of paved and gravel roadways. The DPW has a FY25 Operating Budget of \$2.5 million, Water Department budget of \$2.1 million, and Waste Water Treatment Facility budget of \$211K. The Town of Norfolk will provide a competitive salary with exact salary commensurate with experience, education, and training.

Duties Include

The Director of Public Works is responsible for the daily operations of the Department of Public Works which consists of the following Divisions: Highway, Vehicle Maintenance, Water, Waste Water, Solid Waste, Grounds Maintenance (Municipal/Recreation & Cemetery) and Tree Maintenance. The Director also functions as the Tree Warden. The Director ensures the efficient use of equipment and personnel, develops an efficient organizational structure, formulates cost estimates, coordinates projects, and prepares the annual department budget. The Director oversees the procurement of department equipment and vehicles, and manages regulatory compliance with OSHA, MS4, DEP, and EPA. The Director of Public Works reports to the Town Administrator.

Minimum Qualifications

Bachelor's Degree in Public Administration, Business, or Engineering or in a related field; ten+ years of responsible public works experience; five years supervisory experience; or an equivalent combination of education and experience.

Must possess a valid Massachusetts Driver's License Class C (Commercial Class A or B preferred), Massachusetts Hoisting Engineers License(s) 2A preferred, Water and Wastewater Licenses desirable. Acceptable driving records required.

The Town of Norfolk offers a full suite of benefits and the opportunity to earn a pension through the Norfolk County Retirement System.

To apply, candidates must send a Town application, cover letter, and resume to jobs@norfolkmass.gov.

Deadline: Open until filled.
AA/EEO.