

TOWN OF WESTFORD NOTICE OF JOB OPENING

Position: Assistant DPW Director

Union position: No

Hours: 37.5 hrs/week – Exempt position

Position Summary: Under the direction of the DPW Director, the Assistant DPW Director is responsible for management and operation of the Town's Highway, Parks & Grounds, and Cemetery Divisions and related functions, including public way infrastructure and right-of-way maintenance and repair, parks and public grounds maintenance, cemetery operations and maintenance, snow and ice operations, drainage, and public shade trees; all other related work as required. The Assistant DPW Director is responsible for maintaining and improving upon the efficiency and effectiveness of all areas under his/her direction and control. Must be available to respond to emergencies at all times.

Principal Responsibilities:

1. Manages and supervises the day-to-day operations of the Highway Department, Parks & Grounds, and Cemetery Departments and related public works functions including snow and ice removal, maintenance and repairs of public ways, parks and public grounds maintenance, cemetery operations and maintenance, drainage system, and designated Town-owned properties, including financial, supervisory, and administrative tasks.
2. Ensures departmental compliance with all local, state, and federal laws and regulations that apply to areas of responsibility and activity.
3. Serves as a liaison to various state agencies such as Mass Highway, D.E.P., D.E.M., etc.
4. Works with the DPW Director to plan, analyze, recommend, and implement policies and procedures associated with long and short-range operations and maintenance of Town public works related infrastructure.
5. Assists in the recruitment, selection, hiring, training, and discipline of departmental personnel.
6. Schedule work and assign personnel to work tasks on a day-to-day as well as an on-going basis.
7. Receive, pursue, and resolve all customer service complaints in all matters related to the Highway, Parks & Grounds, and Cemetery Departments.
8. Prepare an Annual Operating and Capital Improvement/Maintenance Budget reflecting the needs of the Highway, Parks & Grounds, and Cemetery Departments.
9. Maintain complete departmental records and inventory of all fixed assets and department equipment under the Highway, Parks & Grounds, and Cemetery Divisions.
10. Attend meetings of the Select Board, Parks & Recreation Commission, Cemetery Commission, and other Town boards when desirable to provide advice and assistance and municipal policy and planning.
11. Meet regularly with the DPW Director to communicate departmental needs, problems and priorities and assure proper coordination with other Town departments.
12. Supervise a regular program of equipment maintenance and replacement similar activities.
13. Confer with the Town Engineering staff, consulting engineers, and with governmental officials, developers, and others on new construction or improvements.
14. Supervise outside contractors that assist in departmental operations and construction and provide specialized equipment/skills.
15. Manages Town Street Opening Permit process and inspections, and the Driveway Permit process and inspections.
16. Administer Town CDL Drug and Alcohol policy in accordance with federal regulations.
17. Draw up specifications for all capital equipment and improvements and receives bids for the same in accordance with state procurement and purchasing laws.
18. Serve as a resource to the DPW Director, Planning Board and other Town officials on long range planning and site development reviews in matters relating to public works infrastructure and similar matters.
19. All other duties as assigned by the DPW Director.

Required Experience, Skills, Knowledge and Abilities: Must possess experience in managing and directing complex and varied public works functions and possess strong motivational and supervisory skills. Demonstrate knowledge of the principles and practices of public works construction and maintenance in general and the repair and maintenance of roadways. The ability to plan and project the needs of the public works system, and to relate those plans to the overall plans of the Town. The ability to prepare financial plans, budgets, and proposals for consideration

of the Town Manager is required, as is the ability to communicate and coordinate with other Town departments and officials in carrying out the department's mission.

Education, Training, Special Licensure/Certification Requirements: Bachelor's Degree in a related field of study with 8 to 10 years of experience in public works construction and maintenance, and 3 to 5 years of significant management/supervisory experience.

Contacts (boards & committees, vendors, general public, etc.): The ability to communicate and coordinate with the administrative staff, employees, other town departments, and town, state and federal officials, along with the residents of the Town. Communicate on a daily basis to supervise and manage contractors, engineers working for the Town on public works projects.

Supervisory Responsibility (Include Positions Supervised): The Assistant DPW Director has overall responsibility for all Highway, Parks & Public Grounds, and Cemetery staff personnel, including full-time and part-time employees. Is also responsible for managing and coordinating contracted staff.

Responsibility for Operating Budget: The Assistant Director is responsible for developing and managing the Highway, Parks & Public Grounds, and Cemetery Department operating and capital budgets.

Summary of Occupational Exposures: Must be able to perform work in all weather conditions, including but not limited to winter conditions, rain, flooding and high heat conditions. Works with toxic chemicals, fumes, airborne particles, near heavy equipment with moving mechanical parts. Works under the conditions of moderate to very loud noise levels. Must be available and able to respond to emergency situations. Maintains contact with staff through computers and telephones when off-site. Ability to hear, talk, walk, sit, bend, lift, reach and grasp. Use of video display terminals, calculator, telephones, office machines and personal computers.

Environment: Inside: 75% Outside: 25%

Salary: \$94,146 - \$129,510 - Dependent on qualifications and experience

Location: Department of Public Works, Westford, MA

Approximate Start Date: As soon as possible

Direct Report: DPW Director

Status: Recruiting both within and outside the Town. If interested, please submit a resume to Human Resources, Town Hall, 55 Main Street, Westford, MA 01886. Or email to: HR@westfordma.gov

Please reference Requisition #: 24-518-DPW

The Town of Westford is an equal opportunity employer committed to workforce diversity.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the Town and requirements of the job change.

Post: 02/23/2024

Remove: Open until filled