



Holbrook
MASSACHUSETTS

TOWN OF HOLBROOK, MA

Career Opportunity

Director of Public Works/Superintendent



A full detailed job description can be found at:

<https://www.holbrookma.gov/human-resources/pages/employment-opportunities>

Interested candidates should submit a resume and cover letter to holbrook@capital-strategic-solutions.com

Join Our Team and Help Shape the Future of Holbrook
The Town is seeking a professional
Director of Public Works/Superintendent

Are you an innovative and motivated professional looking for a position that will help make a difference? Would you like to be part of a team and community that is driven to improve the lives and well-being of its residents? The Town of Holbrook is searching for a Director of Public Works/Superintendent to lead a team of highly dedicated workers into the future and bring to the town expertise and experience in managing its vital public infrastructure. As a Senior Manager with the Town, this position will join other dedicated employees and members of the community in their mission to consistently improve services and make a difference in for those that live, work and visit the Town of Holbrook.

WHY HOLBROOK?

On the cusp of a social renaissance, Holbrook officials are highly focused on making significant improvements in the quality of life of its residents as they embark on initiatives aimed at increasing community engagement and building a stronger sense of community identity and pride. The Director of Public Works/ Superintendent will play a crucial role in these efforts and will have a direct hand in shaping the community and its future.

The Holbrook Department of Public Works is highly respected and supported by town leaders and known for having a driven, talented and dedicated workforce. Offering a competitive salary and comprehensive benefits package coupled with an engaging and supportive work environment, makes this position the perfect fit for someone with a strong desire to serve the public and contribute to the wide scale improvements taking place in a community that truly cares. If you are interested in being part of a team dedicated to the town's growth, safety and wellbeing – we would love to hear from you!





KEY RESPONSIBILITIES

- Develop and implement strategic plans to improve efficiency and effectiveness of public works services.
- Oversee the planning, design, and construction of public infrastructure projects.
- Manage departmental budget, ensuring fiscal responsibility and allocation of resources for optimal service delivery.
- Foster a culture of safety, professionalism, and respect within the department.
- Engage with the community and stakeholders to understand and address public works concerns.
- Collaborate with other town departments and external agencies to coordinate public works efforts.
- Lead, motivate, and develop public works staff to achieve departmental goals.

PREFERRED QUALIFICATIONS

- Bachelor's degree in civil engineering, public administration, or a related field; 7-10 years of progressively responsible administrative and supervisory experience in the field of public works; or an equivalent combination of education and experience.
- Thorough knowledge of the methods, processes, techniques, tools, and equipment that are used to maintain and reconstruct the various elements of the public infrastructure. Ability to read and interpret plans, specifications, diagrams, as built and proposed rehabilitation plans.
- The position will require technology literacy as the department moves toward technology-based operation. A working knowledge of standard computer programs including Microsoft Office is also required.
- The ability to exercise tact diplomacy and confidentiality are essential to this position. Excellent customer service and interpersonal skills are required. The incumbent shall have the ability to communicate effectively in writing and orally in public.
- Valid Class D Motor Vehicle License, CDL License preferred
- Licensed Registered Professional Engineer and/or Hoisting License desirable.

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The Town of Holbrook is an Equal Opportunity/Affirmative Action Employer. Race, color, religion, age, sex, disability, marital or veteran status, national origin, or any other status/category protected by law are not factors in employment, promotions, compensation or working conditions.