

TOWN OF NORTHBOROUGH
JOB DESCRIPTION

JOB TITLE:	Assistant Director of Public Works	DATE:	May 2023
DEPARTMENT:	Public Works	GRADE:	8
REPORTS TO:	Public Works Director		

DEFINITION

Responsible for assisting the Director of Public Works with the daily operations of the water, sewer, highway, parks, cemetery, tree, facilities, and engineering divisions. Performs administrative and managerial duties related to the maintenance of Town lands, parks, cemeteries, roads, sidewalks, grounds, and bridges; oversees construction projects related to road maintenance, drainage systems and water and sewer infrastructure.

ESSENTIAL FUNCTIONS

The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

- Under the administrative direction of the Public Works Director, assist in the day-to-day management of the water, sewer, highway, cemetery, parks, tree, facilities, and engineering divisions; direct management of the Town’s solid waste and stormwater programs; oversee maintenance of departmental facilities.
- Assist with oversight of Town crews responsible for the operations and maintenance of cemeteries, parks, roads, bridges, storm sewers, drainage structures, sidewalks and related projects. Monitor the work of contractors ensuring compliance with plans and specifications; act as Town’s project manager ensuring the project is completed on budget and on time.
- Assist the DPW Director with the preparation of capital and operating budgets; coordinate the objectives of the Director to establish short and long-range plans for capital improvement.
- Oversee development and implementation of comprehensive safety program; monitor staff compliance.
- Prepare bid specifications, Request for Proposals (RFP), Request for Qualifications (RFQ), and Invitation for Bids (IFB) documents; participate in the selection of vendors and contract award; provide ongoing contract administration for construction projects and goods and services contracts.
- Administer solid waste collection and disposal budget, operations, and contracts; prepare and submit annual reports regarding solid waste and recycling efforts; resolve issues/conflicts with trash bag manufacturer and vendors selling bags on behalf of Town; coordinate solid waste collection schedule.
- Review plans and reports submitted to each of the various land use boards including Planning Board, Zoning Board of Appeals, Conservation Commission and Earthwork Board; provide written review reports of proposed development projects submitted to each addressing compliance with local, state and federal rules and regulations governing such.

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- Oversee construction of various land use projects including but not limited to subdivision, special permit, stormwater, and earthwork and ensure conformance with local permit requirements as well as state and federal rules and regulations.
- Serve as staff liaison to Earthwork Board and Recycling Committee.
- Oversee grant application preparation and administration for public works projects.
- Respond to inquiries of town departments and officials, engineers, surveyors, construction staff and the public on a variety of engineering and regulatory issues.
- Review and monitor work of DPW Permits including road opening, water, sewer and trench.
- Calculate water and sewer privilege fees.
- Assist with the development, implementation, administration and enforcement of departmental emergency operation policies and procedures.
- Work with various state agencies as a Town representative on local issues (e.g., Mass Highway, Central Mass Regional Planning Commission, MA Executive Office of Environmental Affairs, US Department of Environmental Protection, etc.)
- Performs other position related duties as assigned.

SUPERVISION RECEIVED

Under administrative direction of the Director of Public Works, the employee works from policies, goals, and objectives; establishes short-range plans and objectives, departmental performance standards and assumes direct accountability for department results; consults with the supervisor only where clarification, interpretation, or exception to policy may be required or as requested by the supervisor. The employee exercises control in the development of departmental policies, goals, objectives and budgets and is expected to resolve all conflicts which arise and coordinate with others as necessary.

SUPERVISION EXERCISED

The individual is accountable for the direction and success of programs accomplished through others. Responsible for analyzing program objectives, determining the various departmental work operations needed to achieve them, estimating the financial and staff resources required, allocating the available funds and staff, reporting periodically on the achievement and status of the program objective; and recommending new goals. The employee typically formulates or recommends program goals and develops plans for achieving short and long-range objectives; determines organizational structure, operating guidelines and work operations.

JUDGMENT AND COMPLEXITY

Guidelines only provide limited guidance for performing the work which may be in the form of

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administrative or organizational policies, general principles, regulations, legislation or directives that pertain to a specific department or functional area. Extensive judgment and ingenuity are required to develop new or adapt existing methods and approaches for accomplishing objectives or to deal with new or unusual requirements within the limits of the guidelines or policies. The employee is recognized as the authority in interpreting the guidelines, in determining how they should be applied.

NATURE AND PURPOSE OF CONTACTS

Relationships are with co-workers, the public and with groups and/or individuals who have conflicting opinions or objectives, diverse points of view or differences where skillful negotiating and achieving compromise is required to secure support, concurrence and acceptance or compliance. The employee may represent to the public a functional area of the organization on matters of procedures or policy where perceptiveness is required to analyze circumstances to act appropriately.

CONFIDENTIALITY

Employee has access to confidential and sensitive information in the performance of their duties.

EDUCATION AND EXPERIENCE

Requires a bachelor's degree in civil engineering or related field and a minimum of 7 years job-related experience in municipal public works or municipal engineering; including 2 years supervisory experience; or any equivalent combination of education and experience. Massachusetts Professional Engineer's License preferred. Requires a valid Class D motor vehicle license.

KNOWLEDGE, ABILITY, AND SKILLS

Knowledge: Comprehensive technical and practical knowledge of materials, methods and techniques relative to public works projects and issues including but not limited to techniques of roadway construction, water, sewer, building maintenance, storm drain and other underground utility installations; word processing, data collection, and spreadsheets. Knowledge of the applicable statutes and regulations governing subdivision of land, wetlands protection, and storm water systems. Knowledge of regulations pertaining to the collection and disposal of solid waste. Working knowledge of Massachusetts public procurement and ethics laws.

Abilities: Ability to interpret rules, by-laws, and regulations; ability to establish and maintain effective working relationships with public officials, employees and the general public; ability to analyze and develop plans and technical specifications; ability to develop, communicate, and ability to plan, organize coordinate and direct projects; to analyze divergent problems and formulate solutions and recommendations; Ability to effectively communicate verbally and in writing; to deal appropriately with and establish and maintain effective working relationships with employees, government officials, business leaders, the media and the public at large.

Skills: Proficiency in commonly utilized software applications used in the civil engineering field and in office settings. Strong presentation skills; superior analytical skills.

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WORK ENVIRONMENT

Working conditions involve occasional exposure to intermittent machinery or related noise or a combination of unpleasant elements such as odors, chemical fumes, dust, smoke, heat, cold, oil, dirt or grease. Includes work under typical shop conditions or outdoor work which is suspended when weather conditions are poor.

PHYSICAL, MOTOR, AND VISUAL SKILLS

Physical Skills: The work principally involves sitting, with intermittent periods of stooping, walking, and standing. May be required to lift objects such as files, boxes of papers, office supplies, and office equipment weighing up to 30 pounds.

Motor Skills: Duties require motor skills for activities such as moving objects, using office equipment, including but not limited to telephones, personal computers, handheld technology, and other office equipment.

Visual Skills: Visual demands require routinely reading documents for general understanding and analytical purposes.