

Town of Bellingham - Job Description

DPW Project Manager – Bellingham, MA

General Job Responsibilities:

The primary tasks of the individual to fill this position will be project management and inspection of all forms of site and infrastructure construction and maintenance contracts. Additional Responsibilities will include Assisting the DPW Director with Stormwater related matters, being part of the DPW Management team sharing Manager on Call responsibilities with all water, sewer, drainage, highway and snow and ice control tasks that arise.

Qualifications:

Minimum:

- Five to seven years of public works construction management experience,
- Five to seven years "in the field" public works construction experience
- Experience with construction project cost estimating (itemized take offs),
- Experience with providing customer service to resolve complaints,
- Proficient at reading civil engineering project plans,
- Proficient in using software spreadsheets & databases,
- Possession of valid motor vehicle operator's license,
- Must successfully pass a pre-employment physical with drug and alcohol screening
- Must successfully complete:
 - A Criminal Offenders Record Information (CORI) report will be run on any applicant that submits a resume
 - FMCSA background check through Clearinghouse (for CDL drivers)

Preferred:

- Experience in a supervisory role
- Bachelor of Science Degree in Engineering discipline
- EIT or PE

Salary Range:

- \$95,000 - \$125,000 based on skill level, qualifications, level of licensure.
- Full Time Town Employee Benefit Package

Deadline to apply:

Open until filled

Qualified candidates must submit a resume and employment application to:

Bellingham Municipal Center
 Attn: Caroline LaCroix, Director of Human Resources/Assistant Town Administrator
 10 Mechanic Street
 Bellingham, MA 02019
 or electronically to HRsupport@bellinghamma.org

Additional Job Description Information

ADDITIONAL QUALIFICATONS, KNOWLEDGE, SKILLS AND ABILITIES:

- Must be proficient with AutoCAD drafting software,
- Must be proficient with GIS software (ArcView, ArcMaps)
- Considerable knowledge of public works construction practices and procedures.
- Considerable knowledge of inspection and work records maintenance procedures.
- Considerable Communications Skills (Customer Service, Public Relations)
- Ability to make sound field construction judgments and to successfully direct execution of construction work.
- Ability to provide excellent customer service and resolve complaints from Town resident, motorists, and others impacted by DPW Projects, activities, and facilities.
- Ability to establish and maintain cooperative relationships with others.

Town of Bellingham - Job Description

REQUIRED PHYSICAL EFFORT:

- Must have vision correctable to 20/20 with good field and depth perception to operate equipment and motor vehicles safely and efficiently.
- Demonstrates good vision to read and transcribe information.
- Must be able to sit at a desk or stand at assigned locations and walk continuously for long periods
- Able to climb ladders to enter/exit excavation.
- Work in variable weather conditions for long periods of time, i.e., cold weather, hot weather, etc.
- Ability to move around construction sites safely.
- Ability to stand for long periods of time or walk for long distances.

GENERAL INFORMATION:

- The position is in the Bellingham Professional Administrators Association (BPAA) bargaining unit. BPAA collective bargaining agreement explains details benefits such as: paid leave & holidays, educational incentives, insurance, etc.
- The position is designated as a member of the Norfolk County Retirement pension system with member contributions.
- A Smart Phone is required. The Town will provide the individual in the position with a phone or shall pay a cell phone stipend should they choose to use their own. (If the Town provides a Smart Phone, it must be carried 24/7 for emergency call response. A weekly payment (currently \$5/week) is deducted from weekly paycheck to allow the same phone for personal use upon request.)
- A Town vehicle to use during workday is provided. *(If the town vehicle is used to commute, the employee will be subject to income taxes at \$3.00 per day in accordance with Federal tax laws. The Town Policy on personal use of the Town's vehicle must be observed.)*

Report to:

- Assistant DPW Director & Director (directly & daily)

Supervises:

- DPW AFSCME Staff when so assigned, during emergency calls when serving as the designated Manager on Call, and/or in absence of the Infrastructure Supervisor, Facilities Supervisor, Assistant Director, and during the oversight on Special Projects

Manage, Monitor, Observe, and Report on:

- Various Town Bid Contracts and Contractors
 - Projects include Water Mains & Services, Sewer Mains & Services, Storm Drain pipes structures and basins, Street Sweeping, Hydrant Flushing, Crack Sealing, Roadway surface treatments, all forms of Road Repair and Paving
- Consultant Engineers hired to design DPW projects,
- Developers, Private Contractors,
 - Site development, subdivision construction, development related mitigation on Town ways

Hours

- Typical Monday through Friday
 - 7:00 AM to 3:00 PM
 - Flexibility and Compensation time for work outside typical hours
- This is a salaried position and not eligible for overtime.

Additional Licensing

- OSHA-10

Town of Bellingham - Job Description

Detail List of Work Items and Tasks

Bid and Town Contract Management

Town Construction Projects: New Construction, Improvement, Maintenance, Rehabilitation of Municipal Infrastructure (Roads [surface treatment, paving, reclamation, reconstruction, etc.], Sidewalks, Traffic Signals, Storm Drains, Water Pipes & Services, Sewer Pipe & Services, Water Pump Stations, Sewer Pump Stations, Water Treatment facilities, Dams, Parks, Cemeteries, Building and Site improvements.)

Contracted maintenance projects: sweeping, crack sealing, pavement marking, water main flushing, water pipe leak detection, sewer system infiltration and inflow survey & repair.

Tasks: conceptual design & project planning assistance, topographical survey, cost take off (estimating), project design (review & comment, minor field and plan modification), bid document & project specification (preparation, review, comment), road grading layout, construction field inspection, contract management, coordination with non-municipal utilities, daily reporting, defective work notifications, process contractor's pay requisitions, negotiate contractor change orders and extra work items, prepare project punch list, prepare and or review record drawings, resolve complaints from Town resident, motorists, and others impacted by DPW Projects.

Private Contractors (Town Permitted Projects) Review & Inspection

Private Projects approved by Planning Board, Zoning Board: Subdivisions, Commercial and Business Building Site Development, Traffic Mitigation, Development related Town Right of Way Municipal Infrastructure, Earth Removal.

Tasks: Project Design (review & comment), security deposit estimating, field inspection, daily reporting, coordination with peer review engineers, coordination with Town Planner, punch list preparation, record drawing review, defective work notifications, expedite resolution of complaints from Town resident, motorists, and others impacted by Town permitted Projects.

Individual Private DPW Permitted Items: Water Services Connections, Sewer Service Connections, Street Opening Permits, Trench Permits, Interment of Remains (Cemetery).

Tasks: field inspections, permit application processing assistance, security deposit estimating, field inspection, permit status reporting, record drawing (ties) review and preparation.

DPW Activities:

Member of the DPW Management team sharing Manager on Call responsibilities, and resolving complaints from Town residents, motorists, and others impacted by DPW Projects and operations

Ice & Snow Control: plow vendor and route management

Typical Workday Meetings: DPW Management (daily), Project Coordination Committee (monthly),

Emergency Planning Committee (quarterly), Road Committee (quarterly).

Provide input on capital outlays and expenses; purchases and expenditures in annual budgets; department procedural changes; regulation, standard, and bylaw changes.

Water pipe leak detection

Sewer system MH inspection for infiltration inflow

Marking Town owned buried infrastructure for project planning and prior to excavation

DPW Plan File maintenance and management

National Pollution Discharge Elimination System (NPDES) MS4 Stormwater Permit Regulatory Compliance

Tasks: inspection of outfalls, basins, fore-bays, in-line BMP, sedimentation control, field inspections, monitoring & sampling, crew supervision, annual reporting, public & staff education, other tasks identified when new regulations are promulgated.