



TOWN OF HOLDEN

NOTICE OF VACANCY

OPEN DATE: 6/25/2025 **CLOSE DATE:** 07/16/2025
DEPARTMENT: Public Works
JOB TITLE: Director of Public Works
SALARY RANGE: \$122,628-149,199
HOURS: 35 Office Hours/Week (Mon, Wed, Thurs 8-4, Tue 8-5, Fri 8-12)
BENEFITS: Vacation, sick and personal time available; Worcester Regional Retirement System; Health Insurance, Dental, Vision and Life Insurance available; View available options and premium rates at www.holdenma.gov/employeebenefits
HOLIDAYS: 12 paid holidays per year.

GENERAL SUMMARY:

Under general direction of Town Manager, serves as administrative and operational head of the public works department. Plans, organizes, directs, and manages all divisions within the department: Administration, Building and Grounds, Engineering, Equipment Repair (Mechanics), Highway, and Water and Sewer.

ESSENTIAL JOB FUNCTIONS:

- Ensure that the public works department provides high levels of customer service to not only the Town's residents, businesses, and taxpayers, but also to the other Town departments.
- Develops, presents, and administers departmental operating and capital budgets; reviews reports reflecting actual performance compared to budget and takes corrective measures as required.
- Directly or through subordinate managers, provides for hiring, training, assignment of duties, and scheduling of all public works personnel.
- Evaluates performance of department personnel and recommends level of compensation, promotion, etc.
- Recommends appointment of staff to Town Manager and other related personnel actions.
- Provides for training and development of all department personnel and ensures work is performed in compliance with applicable codes and safety regulations.
- Responsible for the construction and repair of all Town public roadways and walkways including snow and ice removal operations. Responsible for the protection of the Town's lands, right-of-ways, and utilities.
- Oversees and manages the operations and planning for the Town's water and sewer system including the Water and Sewer Enterprise Fund.
- Responsible for the maintenance of all buildings, facilities, vehicles, and equipment
- Oversees and manages the operation of the Town's active and historic cemeteries and all public grounds, parks, and related areas.
- Supervises, and may participate in, the design of all civil engineering projects done by and for the Town.
- Provides project management for a wide variety of building and public works construction projects and oversees the design, preparation, and production of plans and specifications and cost estimates for a variety of construction projects.
- Provides oversight and supervision of employees involved in the performance and supervision of field engineering, planning, location, and construction of a variety of public works projects.



TOWN OF HOLDEN

NOTICE OF VACANCY

- Responsible for the oversight of, and may participate in, the Departmental review of all site plans and subdivision submissions to the Planning Board and provides professional engineering advice to various Town boards, committees, and commissions as necessary.
- Coordinates and supervises, and may participate in, the reviews of plans and specifications prepared by outside consulting firms for private or municipal projects occurring in Town.
- Ensures the work of contractors engaged in engineering and public works projects in Town meets compliance with applicable plans and specifications.
- Ensures implementation of and/or compliance with federal, state, and local regulations related to all public works and engineering activities.
- Responsible for the maintenance and safekeeping of department records, plans, profiles, survey studies, and other property and papers related to engineering work.
- Regularly attends town board, committee, and commission meetings and meets with other constituencies as appropriate. Provides professional engineering advice and responds to a variety of inquiries, requests, and complaints related to department operations.
- Serves as Town contact to state agencies such as the Department of Transportation-Highway Division and Department of Conservation and Recreation-Watershed Protection Division.
- Implements and enforces Inter Municipal Agreements (IMAs) with surrounding municipalities and agencies for water supply, sewer collection, transport, and treatment, and stormwater management.
- Responsible for the requisitioning of materials, supplies, and equipment and for related purchasing and accounts payable record keeping. Closely coordinates with Town Accountant to ensure compliance with municipal accounting and purchasing laws.
- Responsible for developing specifications for equipment and materials and overseeing their purchase within budgetary constraints.
- Reviews overall need for public works, construction, and maintenance projects, formulates plans and recommendations to the Town Manager.
- Develops short and long range capital spending plans and operational budget forecasts to provide replacement planning for Department and Town equipment and infrastructure.
- Oversees the Town's Land Disturbance Permit process
- Responsible for the management and improvement of the Town's Geographic Information System and related database systems.
- Participates in union negotiations, administers the union contract, and provides direct oversight of the supervisors and foreman of each division.
- Develops job descriptions of all administrative, engineering, and operational staff, coordinates with Town Manager's office in hiring of new employees.
- May represent the Town as part of legal processes, working closely with Town Counsel(s).
- Serves as Incident Commander for public works emergencies and serves as a member of the Town's Emergency Management staff in support of non-public works emergencies.
- Manages the Department's public communications, via media interviews and messaging on website(s) and a variety of social media platforms.



TOWN OF HOLDEN

NOTICE OF VACANCY

OTHER DUTIES AND RESPONSIBILITIES:

- Develops the department's organizational structure and recommends and implements operational changes to improve efficiencies.
- Works closely with other town departments to coordinate activities as required.
- Meets with a variety of federal, state and local agencies to expedite project planning and implementation
- May act as the Town's representative to the Upper Blackstone Clean Water wastewater treatment facility.
- Performs other related duties as assigned.

SKILLS/EXPERIENCE/TRAINING REQUIRED:

Duties require a Bachelor's Degree in Civil Engineering. Registration as a Massachusetts Professional Engineer strongly preferred. Ten years of progressively responsible experience in public works, five years of which is in a supervisory capacity. Incident Command System (ICS) 400 certification, as well as other ICS and NIMS certifications as required by the Town's Emergency Manager. Valid Massachusetts Driver's License (Class D). MCPPO certification. Ability to apply the principles and practices of short and long range planning, organizing, staffing, directing, coordinating, delegating, reporting, and budgeting to the operation of a major municipal department. Thorough knowledge of public works methods, equipment, and safety regulations. Ability to interact effectively with diverse citizen constituencies, private contractors, and regulatory officials. Strong leadership, supervision, judgment, and decision making abilities. Ability to effectively communicate verbally and in writing to various and diverse groups and individuals. Ability to deal courteously with the public and to establish and maintain effective work relationships with other employees, other agencies, vendors, and the public.

SUPERVISORY RESPONSIBILITY:

Directly or through subordinate public works supervisors and foremen, responsible for all full-time and seasonal department staff.

WORKING CONDITIONS:

Frequent periods spent supervising, directing, or inspecting work in non-office environments and time spent outside subject to a wide variety of weather conditions. Occasional walking, standing, climbing, etc., including on rough or irregular surfaces, such as those found on construction sites. Occasional travel is required to visit various works in progress and attend meetings, conferences, etc. Operates a variety of office and engineering equipment including personal computer, engineering software, surveying equipment, and vehicle driving requiring eye-hand coordination and finger dexterity. May operate medium duty plow equipment.



TOWN OF HOLDEN NOTICE OF VACANCY

The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required.

External and internal applicants, as well as position incumbents who become disabled, as defined under the Americans With Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with assistance of a reasonable accommodation to be determined by management on a case by case basis.

APPLICATIONS AVAILABLE: OFFICE OF TOWN MANAGER, 1204 MAIN STREET, HOLDEN, MA 01520
Or online <https://www.holdenma.gov/town-manager/files/employment-application>

SEND RESUMES, COVER LETTERS AND APPLICATION TO:
OFFICE OF TOWN MANAGER, 1204 MAIN STREET, HOLDEN, MA 01520
Or via email at resumes@holdenma.gov.

**FOR FURTHER INFORMATION CONTACT TOWN MANAGER'S OFFICE
1204 MAIN STREET, HOLDEN MA 01520 (508) 210-5501
EQUAL OPPORTUNITY EMPLOYER
THE TOWN OF HOLDEN DOES NOT DISCRIMINATE AGAINST THE HANDICAPPED**