

Town of Auburn, Massachusetts

Department of Public Works

Dori Vecchio
Town Manager



Joanna E. Paquin, P.E.
Director

ASSISTANT DPW DIRECTOR/SEWER SUPERINTENDENT

DEPARTMENT OF PUBLIC WORKS

The Town of Auburn is seeking motivated, highly-qualified, and experienced applicants for the position of Assistant DPW Director/Sewer Superintendent within the Department of Public Works.

Statement of Duties

Under the direct supervision of the DPW Director, the Assistant DPW Director/Sewer Superintendent shall aid in the management and supervision over the functions, programs, services, operations, activities and facilities of the Department including Sewer, Engineering, Highway, Parks, Cemetery and Recreation, as well as Facility and Fleet Maintenance and the Pakachoag Golf Course. The selected applicant shall be directly responsible for all operations of the Sewer Division. The selected applicant shall also serve as the Acting Fleet Maintenance Division Superintendent, providing general oversight of the Fleet Maintenance Division.

Essential Functions

The essential functions or duties listed below are intended only as illustrations of the various type 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.

- General daily oversight the Sewer Division operations and staff
- General daily oversight of the Fleet Maintenance Division operations and staff
- Assistance with the management of other DPW Divisions as needed or directed by the DPW Director
- Financial oversight and budget development
- Capital project planning and oversight
- Coordination with other Town Departments as needed.

5 Millbury Street
Auburn, MA 01501
Telephone: (508) 832-7814
Fax: (508) 832-2173
Email: jpaquin@auburnma.gov
Web site: www.auburnma.gov

- Coordination with, and providing information to, the Town Manager and various Town Boards and Committees including the Select Board and Finance Committee.
- Coordination with the Board of Sewer Commissioners, which meets approximately every 1-2 months.
- Ensuring compliance with all local, state, and federal regulations and ordinances, and providing professional assistance to Auburn's boards and commissions as needed
- Coordination with federal, state, and local agencies as needed to meet regulatory requirements and for grant application development
- Snow and Ice removal operations

Minimum Qualifications

Education: Bachelor's degree

Bachelor's Degree in Civil Engineering (or a related field) from an accredited college or university

Experience: minimum of five (5) years' public works-related experience, specifically in the area of water or wastewater design, construction, or operations; 2 of which were in a supervisory or management role; or any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions.

Knowledge, Skill, and Ability: The successful applicant shall have technical knowledge sewer infrastructure and/or other public works infrastructure. They shall have the ability to work well independently and with teams; ability to handle problems and emergencies effectively; ability to communicate clearly, both orally and in writing; ability to operate a computer; ability to maintain confidential information; ability to maintain, manage, and organize records; ability to exercise reasonable care and judgement consistent with the required level of experience and training; ability to deal appropriately with Town employees, Town officials and members of the general public.

Position Details

Hours: 37.5 hours per week (typically 7am-3pm Mon-Fri, with the potential for summer hours of 6:30am-2:30pm)

Salary: Between \$95,000 and \$118,000, depending on qualifications

Union: Non-union

Benefits: See Town benefits listed at <https://auburnma.gov/211/Human-Resources>

To apply, please submit a cover letter, resume and Town of Auburn employment application (available at www.auburnma.gov) to the Town Manager, 102 Central Street, Auburn, MA 01501 or email to

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applications@auburnma.gov. Applications received by September 5, 2025 will receive first consideration.

The Town of Auburn is an Affirmative Action/Equal Opportunity Employer.

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