

**OLD BUSINESS**

**6-29-09**

**DRAFT**  
**DEPARTMENT OF PUBLIC WORKS DIRECTOR**

**Definition** ~~Administrative, supervisory and~~ Directs and administers the activities of the Public Works Department including administration, highway, trees, rubbish, snow and ice control, water and wastewater. Some intermittent skilled manual work as the supervisor of a major department requiring direct involvement in projects or ongoing programs; all other related work as required.

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**Supervision**

Works under the administrative direction of the Town Manager.

Performs highly responsible functions requiring the exercise of considerable independent judgment in planning and inspecting the construction of highway projects and in determining the scope and scheduling of maintenance projects.

Supervises the equivalent of twenty-five or fewer full-time employees within the highway division. Also manages two subordinate supervisors who supervise a total of twenty employees in the water and wastewater divisions.

**Job Environment**

Work is generally performed outdoors with frequent exposure to hazards associated with heavy equipment construction sites; some work is performed indoors under typical office conditions; on all 24 hours a day, seven days a week.

Operates a wide variety of motor equipment, light trucks, automobile, power and hand tools, as well as computer and standard office equipment.

Makes frequent contacts with other Town officials, vendors, contractors and with the general public; has frequent contact with State and Federal agencies; contacts are in person, by telephone or in writing and involve discussing complex information and resolving difficult customer service requests.

Errors in administrative decisions could result in lower standards of service, sub-standard construction, inadequate maintenance programs and civil or criminal claims against the Town; errors in supervisory decisions could result in excessive costs for both construction and maintenance programs.

**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*

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*duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.*

Supervises the construction and maintenance of streets, roads, bridges, sidewalks, drains storm-control structures, waterways and related facilities; supervises the installation of signs and street islands; plans and lays out the construction, maintenance and operational work of the Highway Department. Supervises the landfill sanitation operations.

Responsible for the operation and planning of the curbside rubbish collection of residential trash and recyclables.

Serves as the Town Tree Warden.

Plans use of manpower and equipment and carries through to execution highway projects and programs; directs activities of field crews and may serve as a leader on a variety of construction and maintenance projects for Town-owned property, facilities and structures; assigns laborers, operators and foreman to specific tasks; instructs laborers and operators in proper use of equipment, ensures that safety procedures are followed.

Submits and balances State funded project requests; coordinates and supervises all contractors.

Exercises responsibility for snow plowing, ice removal and sanding operations.

Inspects work for compliance with standards or instructions or for contract compliance; makes necessary progress reports and final project reports; advises contractors.

Coordinates field operations and assists in emergency highway repairs and in other highway related emergency repairs as required.

Processes daily work orders received; follow up on resulting assignments for compliance with instructions; approves time reports covering men and equipment; keeps operating records and prepares reports.

Oversees the maintenance and repair of all Town-owned vehicles; purchases and stocks all parts and supplies needed for vehicle maintenance; makes recommendations to superiors as to the condition of vehicles and the need for replacement. Prepare the bid specifications for vehicles and equipment.

Oversees the maintenance of all traffic lights, beacons and school zone lights owned by the Town; ensures that traffic lights are in working order and repaired or replaced when necessary; works with Police Department personnel to ensure that traffic light intersections are safe.

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Prepares budgets and payroll for the Highway Department; presents budgets to appropriate Town boards and committees and the Town Manager; estimates costs. Provides guidance to the water and wastewater superintendents on their respective budgets.

Prepares a multi-year capital improvement plan for the Public Works Department with input from the water and wastewater superintendents.

Purchases materials needed for the production of street and traffic signs; inspects workmanship and installation of signs; purchases materials as needed. Performs administrative tasks related to payroll, payment vouchers, inventory, etc.

Performs similar or related work as required or as situation dictates.

### Recommended Minimum Qualifications

#### Education and Experience

Associates Degree in engineering or equivalent of ten (10) years experience in Highway construction and maintenance; ~~five (5) years some experience in the operation of a Sanitary Landfill; ten years of supervisory experience, or an equivalent combination of education and experience.~~ Registration as a Professional Engineer is desirable.

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#### Special Requirements

Massachusetts Commercial Driver's License  
Massachusetts Hoisting Engineer's License

#### Knowledge, Ability and Skill

*Knowledge.* Working knowledge of the techniques, materials and practices of highway construction and maintenance. Knowledge of the financing and administration of highway department. Working knowledge of the various types of road equipment. Considerable knowledge of civil engineering principles, practices and methods, as applicable to a municipal setting. Practical knowledge of vehicle maintenance procedures. Thorough knowledge of all applicable Town by-laws, policies and regulations affecting highway activities. Thorough knowledge of all applicable State laws, policies and regulations governing the operation of a Sanitary Landfill.

*Ability.* Ability to plan, assign and supervise the work of groups of employees engaged in a variety of highway construction and maintenance operations. Ability to maintain good public relations. Ability to communicate effectively, orally and in writing, with employees, consultants, other governmental agency representatives, Town officials and the general public. Ability to conduct necessary engineering research and compile comprehensive reports.

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*Skill.* Skill in operating the above listed tools and equipment. Good organizational, planning and budgetary skills.

**Physical Requirements**

Moderate physical effort required in performing work. Occasionally required to move (push, pull, lift or carry) objects weighing up to 60 pounds. Sometimes required to operate hand and power tools requiring manual dexterity. Requires good close, distant, color and peripheral vision and depth perception. Ability to lift heavy objects and to occasionally perform some strenuous work under varying weather conditions. Ability to walk and stand for long periods of time.

*This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*

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From Pat  
Roberts

## DIRECTOR OF PUBLIC WORKS

The Director of Public Works shall be responsible for the oversight, management, annual and capital planning budgeting and overall operations of the Town of Middleborough's sanitation collection, landfill management, water works, waste water and storm water systems: This work includes:

- Oversight and management of the town's roadways, sidewalks and storm water systems, bridges and Chapter 90 and associated monies and work with Massachusetts Highway District 5 office.

Said Director shall be responsible oversight and overall management for:

- Water Department including the lands associated with the water sources, storage, piping and treatment facilities. The Director shall provide oversight and implementation of requirements cited under the Commonwealths Water Management Act program permit, and work with the Department of Environmental Protection (MassDEP) and various consultants utilized by the Town for engineering work.
- Wastewater Departments collection, pumping and treatment facility and permit requirements cited under the National Pollution Elimination Discharge System (NPDES). The Director shall be responsible for evaluating and implementation of a NPDES 5Q10 permit change, work with MassDEP and various consultants utilized by the Town for engineering work.
- Director should be familiar with Massachusetts regulations concerning landfills and provide oversight to the town's landfill, presently managed by Waste Management.
- Director shall be responsible for implementation of the NPDES Phase 2 Storm Water permit along with other requirements required by the US EPA and Massachusetts Department of Environmental Protection.

- Director shall review the town's existing earth removal bylaw and provide oversight of permitted activities through town forces or contracted overseers.

- The Director shall be aware of the Town's high quality natural resources and owned lands and provide any requested assistance, as feasible to the Town Conservation Commission and town managed herring runs.

- Director shall provide assistance as feasible towards reducing town costs on energy wherever possible.

The Director of Public Works shall be familiar with the Commonwealth's State Revolving Fund Program and work towards securing low interest loans for water and wastewater projects, along with Coastal Zone Management and other MassDEP grant programs. Director shall provide oversight and guidance to other mega projects within the town of Middleborough.