

OLD BUSINESS

7-13-09

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, landfill management, water and wastewater. Responsible for the oversight, management, annual and capital budget planning and overall operations of the department. 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 call 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.

Revised 7/8/2009.

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Department of Public Work Director
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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.

Establishes annual objectives and long-term strategies for the Department of Public Works.

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. Provides oversight and monitoring of the Town's landfill and the management company in charge of its operation.

Responsible for implementation of the Town's NPDES Phase 2 storm water permit and other state and federal requirements.

Serves as the Town Tree Warden and Moth Superintendent

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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.

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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.

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.

Inspects and monitors permits granted under the Town's Earth Removal By-Law.

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.

Provides oversight and implementation of requirements under the Water Management Act permit working with Mass DEP and various consultants.

Provides oversight and implementation of requirements under a NPDES 5Q10 program change working with Mass DEP and various consultants.

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

Recommended Minimum Qualifications

Education and Experience

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

Special Requirements

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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.

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 and 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.

| Revised 7/8/2009,

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Future Agenda Items to be discussed:

Item Number One:

I believe it is BOS responsibility to establish the vision and strategy and direction for the town of Middleborough. This strategy should include a mission statement and goals with a set of short term and long term objectives to accomplish the goals.

I also believe that these overall goals and objectives should be cascaded down to each department with a set of objectives which should be monitored on a regular basis. These department objectives should become the basis for the Department Managers performance review

Therefore I am suggesting that we have an agenda item to discuss this proposal and to begin to develop the process establish to our strategy, goals and objectives.

Item Number Two

I believe we need to develop a more robust process to review the financial status of the town. The process should include quarterly reviews of current spending and revenue versus our budget, projection of spending and revenue for the balance of the year, and update of five year projection, capital spending for current year versus budget and updated five year projection.

Item Number Three

We should discuss the possibility of each department developing a survey to be sent to their customers to determine if they are meeting the needs of their customers and to develop action plans for improvement.

Item Number Four:

We need to review with each department manager the current audit review report for improvements in our current financial processes

Item Number Five:

WE need to develop a process to review all the town processes which support commercial development to insure that they encourage development, result in a timely and well understood process for approval and that we have method of measuring the results of the process to include a survey.

Item Number Six:

We need to drive to a conclusion and a decision of and ALS town run ambulance service, We have had an a consultant prepare a report on the issue and our current Fire Chief has had the experience of starting up a town run ALS service.. It is time to drive to a decision I suggest we have the Fire Chief present his plan and we have the Resort Advisory Committee make a recommendation. I know we may not have the funds for start up costs but that should not prevent us from making a decision.

Item Number Seven:

We need a complete review our compensation levels for town employees. We should define the process to be used and the final product required.

Item Number Eight:

We need to have a review our health insurance in order to develop a strategy to control cost.

Item Number Nine:

Establish regular scheduled meetings with our state representatives and state senator to discuss our issues that require their support. The meeting should have defined agenda with predefined questions.

Item Number Ten:

We should continue our planning process for the possible Casino Project. This should include the following:

- Develop a process to define how we will invest the additional revenue stream

- Need to define issues in our current agreement which may need clarification or possible re-negotiation

- Review of impacts to insure we have addressed required mitigation