

Department of Publics Work (DPW) Director

The Town of Scituate, RI is recruiting for the position of full-time DPW Director. The work of the DPW Director involves providing technical advice and supervision in the construction, repair and maintenance of Town buildings and facilities, infrastructure, automotive equipment, and all other activities of the DPW.

This job requires candidates to be able to perform responsibilities that include managerial and administrative duties such as the following:

- Monitor and maintain existing facilities including roadways, drainage systems, bridges and culverts, and Town-owned buildings and parks.
- Work closely with other departments such as recreation, planning and the police.
- Recommend annual and long-range projects as well as projects which address immediate Town needs and monitor all DPW-related projects against budget.
- Monitor the work progress of staff, contractors and vendors.
- Recommend the hiring or termination of DPW personnel to the Town Council
- Develop the protocol for hiring outside vendors.
- Create bid specifications and recommend specific vendors for projects.
- Preparation of the departmental budget and monitor budget, billings and purchases throughout the year in accordance with the approved budget/capital plans.
- Other additional powers, duties, and responsibilities as may be customary to the office of DPW Director or as may be required to satisfy all statutory, ordinance, and regulatory requirements, and as shall be required by the Town Council.

Candidates for the DPW Director position shall have a significant level of training and/or increasingly responsible experience related and beneficial to the DPW and/or at least an associate degree from an accredited college or university, or diploma from a technical/trade school in a related field. Certification or registration as a Professional Engineer is not required but will be taken into consideration when determining compensation.

The salary range is \$75,000 to \$100,000 depending on qualifications and experience.

Interested applicants should apply electronically by sending a cover letter and a resume with references to GTaylor@scituateri.org with the subject line of DPW Director. Responses should be sent no later than February 28, 2020.

Section 1202. Qualifications of the Director

The Director shall have the appropriate level of training and/or experience related and beneficial to the DPW, and at least an associate's degree from an accredited college or university, or diploma from a technical/trade school in a related field.

Section 1203. Powers, Duties and Responsibilities of the Director

The powers, duties, and responsibilities shall include:

- a. Supervise, operate, and maintain all public works of the Town, except as otherwise provided in this Charter. Assist the Town Manager in preparing the annual DPW budget for consideration by the Town Council.
- b. Recommend, in writing, to the Town Manager both annual and long-range projects as well as projects which address immediate Town needs; final approval of any project to be given by the Town Council through the Town Manager.
- c. Recommend the hiring or termination of DPW personnel to the Town Manager.
- d. Have such additional powers, duties, and responsibilities as may be customary to the office of DPW Director or as may be required to satisfy all statutory, ordinance, and regulatory requirements, and as shall be required by the Town Manager in consultation with the Town Council.

Cities generally require candidates for public works director positions to have a bachelor's degree in [public administration](#), [engineering](#), or a related field and significant experience in public works and management.