

## **DEPUTY DIRECTOR OF PUBLIC WORKS**

**Department:** DPW  
**Divisions:** All  
**Appointing Authority:** Mayor

**Grade:** NR 6  
**Revision Date:** 10/18  
**Bargaining Unit:** NR

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### **Definition:**

In collaboration and in close coordination with the Director of Public Works, the Deputy Director position is responsible for the planning, organizing, administering, coordinating, reviewing and evaluating the day to day activities through multiple levels of management and supervision within the department. Provides administrative support and oversight of all operational divisions including: water, wastewater, highways, parks and grounds, athletic field maintenance, public facilities, fleet maintenance, solid waste and recycling programs in accordance with Town Bylaws and MA General Laws. The Deputy Director will assist with the preparation and monitoring of department's fiscal year budget, resolve issues regarding services, interfaces with Town departments and outside agencies; develops, implements and monitors departmental policies, procedures and goals. Work involves the exercise of considerable initiative and independent judgment in resolving operational problems and policy matters.

### **Supervision:**

Under administrative direction of the DPW Director, working from municipal policies, goals, and objectives the employee establishes the department's short and long-range objectives, performance standards, and assumes direct accountability for department results. Consults with Superintendent's only where clarification, interpretation, or exception to municipal policy may be required. Responsible for the development and implementation of departmental policies, goals, objectives, and budgets. The employee is expected to take the initiative to resolve conflicts which arise and coordinate with others as necessary. As a regular and continuing part of the job, is accountable for the quality and quantity of work done by subordinates and assures the accomplishment of the assigned work in the prescribed manner. Supervisory functions typically consist of the following: plans, approves, and coordinates with Superintendent's work operations to meet schedules, deadlines, and priorities; revises work schedules to meet changes in workload or availability of staffing; recommends and justifies to higher levels of management, changes in the organization of work, work methods or assignment of functions to positions that may affect staffing patterns, costs, work standards, etc. Recommends promotions, reassignments, pay increases or other personnel actions; oversees attendance and leave, typically including approval of ordinary sick and vacation schedules.

Manages up to ten (10) team positions directly, who in turn supervise the various divisions of the department comprised of up to eighty (80) employees. Management team may consist of but not limited to: Field Superintendents, City Engineers, Water Superintendents, and Crew Chiefs.

### **Environment:**

Duties are performed under typical office conditions, operates standard office equipment; field work may involve inspection or on-site visits to land use developments, construction sites, or public works facilities. Noise level is usually quiet to moderate.

Performs varied and highly responsible functions requiring extensive independent judgment to ensure compliance with applicable laws, regulations, collective bargaining agreements, and departmental policies.

Has frequent contact with employees, departments, elected and appointed officials, citizen or governmental committees, state and federal personnel and agencies, vendors, consultants, contractors, outside organizations and the general public.

Has access to confidential information such as departmental personnel records, bid/proposal information, labor and collective bargaining matters, investigations and other information regarding employees.

Errors in judgment and administration decisions may cause an adverse impact on employee morale, cause confusion and delay; legal or financial repercussions; waste of public funds, lower standards of service that could seriously affect the public image of the department or the town; and significantly impact long-term capital planning and infrastructure.

**Essential Functions:**

(The essential functions or duties listed below are intended only as illustration of the various types of work that may be performed and are representative of those that must be met by an employee to successfully perform the essential functions of the job. 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.)

Assists the Director with managing all operations, construction, maintenance and repair of streets and highways, snow operations, traffic controls, drainage, sewers, solid waste collection and handling, vehicle and equipment repair, recreation facilities, forestry, building maintenance, water distribution and metering, engineering, WPCF, public buildings, parking facilities and general departmental operations and responsibilities for the purpose of meeting the goals and objectives of the department.

Assists in the formulation of Public Works policies, coordinates and advises Division Superintendents. Direct, assist, advise, and instruct Division Superintendents and key personnel in various policies and procedures, technical and scheduling problems, administration and participates in the negotiation of union contract(s) on the City's behalf as part of the City's team. Participates in the development of collective bargaining strategy and collective bargaining proposals and attends meetings where confidential fiscal or labor relations matters are discussed, control of variable costs and expenses by means of on-the-job training and discussions, memos, and scheduled supervisor meetings. Institute work simplification and method improvements. Implement educational programs to keep personnel current with changing technology and operating or maintenance methods. Periodically review Divisional Superintendents personnel problems, grievances, transfers, vacations, disciplinary actions, promotions, and related personnel matters. Be fully responsible for all workers compensation cases and working with Human Resources regarding the coordination and communication to the insurer or administrator in managing claims and return to work scenarios. Acts for the Director of Public Works in his/her absence or as delegated.

Responsible for oversight of various operating, construction and maintenance facilities, vehicles and equipment for reliability, operating efficiency, and adequacy to meet present and anticipated needs. Consult with Director and prepare data to support recommendations for new equipment alterations, replacements or changes in methods or procedures to reduce costs and improve operating efficiency. Assists the Director in developing Capital plans.

Serves as the Program Manager for long-term improvement initiatives and as the Department lead or alternate representative with other Town Departments, multiple committees and boards internal to the Town, and external bodies. Periodically review and discuss personnel requirements or problems with Director.

Assists the Director in reviewing and analyzing departmental budget requests, previous expenditures, propose work programs and in preparing the annual department budgets to include capital.

As directed, assist the Director in carrying out any periodic or special projects and programs; represent the Department at various meetings and serve on Committees to assist in general administrative duties; institute various training procedures to maintain and upgrade technical competence of personnel.

Act as Safety Director to provide safety equipment and devices, design and enforce procedures, rules, regulations, or protocols to reduce injury in the workplace; provide instruction and training; investigate accidents and injuries, make reports and take corrective action as required. Through subordinate supervisors applicable OSHA law is adhered to and complied with.

**Minimum Qualifications:** *Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the necessary knowledge and abilities is:*

**Education and Experience:** High School diploma with a B.S. degree preferred in an appropriate discipline such as management, engineering or a closely related field; 10 or more years of professional construction, engineering, management and/or administrative experience, preferably including a municipal public works department; or any equivalent combination of education and experience that enables performance of all aspects of the position.

**Knowledge, Ability and Skill:** Thorough working knowledge of departmental functions and operations; of standard office practices and procedures; of use and operation of standard office equipment; ability to operate a personal computer in a windows environment with proficiency in MS Office and G-Suite required; familiarity with database programs and computer hardware and software systems with experience in MUNIS environment preferred. Has extensive knowledge of the principles, practices, procedures and the operations and functions of the Public Works Department. Has extensive knowledge of management practices, personnel management and employee relations, and financial practices, policies and procedures as necessary in the completion of daily responsibilities. Is able to develop and administer policies, procedures, plans and activities, and to monitor performance of subordinates against measured established goals. Broad knowledge of the work, procedures, and equipment used in the Public Works Divisions: Engineering, WPCF, Highway, Solid Waste, Vehicle Maintenance, Parks and Forestry, Sewers and Drains, Water Pipes and Appurtenances, and Traffic; Required understanding of technical aspects and reasons of job, including ability to read and interpret blueprints, perform basic surveying, checking elevations, record information and ability to prepare and bid equipment/vehicle specifications or low level contracts.

Ability to establish and maintain satisfactory relationships with supervisors, subordinates, coworkers, community representatives, and the general public. Aptitude for and ability to safely operate tools, equipment and vehicles utilized by the department and their general maintenance. Ability to establish short-range or long-range plans and objectives within scope of Town policies and goals. Must be punctual and perform all aspects of job responsibilities with honesty and integrity. Ability to keep abreast of changes in policy, methods, operations, budgetary and equipment needs, etc. as they pertain to departmental operations and activities.

Knowledge in the application of supervisory principles and techniques and resolving procedural, personnel and property owner problems. Knowledge of town and departmental policies, procedures and standards; skill in techniques and methods of maintenance and repair of roadways, drainage systems, medians and rights-of-way; of maintenance needs analysis, planning and prioritization including labor needs, supplies and equipment needs identification; maintenance equipment functions and capabilities; roadway design, construction and maintenance management; skill in techniques of cost estimation, and technical expertise as it relates to reaction of roadway materials to applied roads. Extensive knowledge of federal, state, or local standards, laws, codes and regulations that affect operations.

Shall have thorough knowledge of the particular type of work that permits the employee to solve unusual work problems. Ability to plan, manage others, analyze, carry out projects, consult and offer advice, and facilitate groups; requires effective written and oral communication skills. Work with Divisional Superintendents to develop and administer operations and staff plans and objectives for the expedience and effectiveness of specific duties. Able to develop and make improvement on long-term goals.

**Physical Requirements:**

Light to moderate physical effort required from time to time to perform manual tasks on-site and possibly under adverse weather conditions. Normal working day may involve walking, standing, sitting, with moderate to frequent body movements such as reaching, bending, twisting, grasping, pulling and pushing materials. Good vision required for instrument reading and ability to perform close vision, distance vision, peripheral vision, color vision and the ability to adjust focus. Ability to use computer keyboard and write instructions under standard office conditions.

**Special Requirements:** Must possess valid Massachusetts Class A or B (CDL) Operator’s License or equivalent from reciprocal state (CDL) with Air Brake Certification and Massachusetts Hoisters License applicable to position, any other licenses/endorsements required by state or federal law. Be able to move or operate fleet vehicle and equipment. Must possess or be able to obtain a Grade 3D Full or OIT Massachusetts Water Distribution Operator’s License. May be required to obtain ISA Arborist certification. If required to act as tree Warden. May be on-call for weather and other emergency situations. Normal working hours consistent with other DPW staff. Some evening work is required to attend meetings and hearings or respond to emergency events and is in addition to meeting the minimum weekly hours.

*(This job description does not constitute an employment agreement between the employer and employee. It is used as a guide for personnel actions and is subject to change by the employer as the needs of the employer and requirements of the job change.)*

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**Approved:**

EXECUTED 11/26/2019 AND ON FILE IN THE HR DEPARTMENT

\_\_\_\_\_  
Human Resources Director

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Date  
Revision History: 11/18

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Department Head

\_\_\_\_\_  
Mayor