

**Town of Natick
Job Description**

Position Title:	Deputy Director of Public Works	Grade Level:	4
Department	Public Works	Date:	
Reports to:	Director of Public Works	FLSA Status	Exempt

Statement of Duties: Under the direction of the Director of Public Works, the principal responsibilities of the Deputy Director of Public Works shall include planning, organizing, and directing the operational divisions of the Department of Public Works including Equipment Maintenance, Highway/Sanitation, Land Facilities, and Water/Sewer Divisions. The Deputy Director shall assist the Director of Public Works in resolving and coordinating issues, concerns and grievances from the collective bargaining representatives, and providing training and motivation. The position is required to frequently work outside of normal business hours and is on call for emergencies at all times. In addition, the Deputy Director of Public Works is responsible for following principal activities to attain accountability in the fulfillment of the responsibilities and objectives of the Department of Public Works and assumes responsibility for the Department in the Director’s absence.

Supervision Required: The employee carries out responsibilities under the general supervision of the Director of Public Works. Employee carries out responsibilities with a high degree of independence in all work-related matters. Guidelines in the form of applicable Federal, State and local laws and regulations and Town charter, must be observed and followed.

Supervisory Responsibility: The employee is a managerial employee, and exercises supervision over a fairly large department, with direct supervision over a corps of division supervisors, whose performance he/she evaluates. Supervisors and employees work at a variety of different locations throughout the community, many of them working at different hours than the manager. While much of the work is carried out according to plans, emergency conditions are unpredictable and must be dealt with expeditiously, such as pump failures, breaks in water and sewer lines, icy conditions and the like, calling for input and decision-making on the part of the incumbent.

Accountability: This position is highly accountable and incorrect actions or misjudgment would typically result in monetary loss, missed deadlines, potential injury, as well as legal repercussions, and adverse public relations.

Judgment: Individual judgment and the application of professional knowledge and experience is required in selecting the appropriate practices, procedures, regulations, or guidelines to apply in each case.

Complexity: Work at this level involves an extensive range of activities and work responsibilities, involving the incumbent in considering several approaches, methods and techniques in administering an overall public works program. The employee is expected to access trends and services; make important recommendations and carry out programmed improvements, all calling for professional and managerial expertise. Incumbent is expected to resolve problems and issues as they arise and know when to bring matters to the attention of his/her supervisor. A great deal of

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ingenuity and creativity is involved in this work.

Confidentiality: Individual judgment and the application of professional knowledge and experience are required in selecting the appropriate practices, procedures, regulations, or guidelines to apply in each case.

Work Environment: Work environment is varied, ranging from work in a busy office to visits to construction and maintenance sites. Important inspections and observations call upon the incumbent to traverse rough terrain in all types of weather and road conditions. No physical demands are present in day-to-day work, but the nature of the work involves stress, especially in completing work projects and in meeting deadlines within budgetary limitations.

Nature and Purpose of Contacts: Primary contacts are with the Director of Public Works for conferring and consulting on approved and proposed public works projects, in which project needs and objectives are discussed in some detail. Other contacts are with a wide variety of other Town officials having substantive interest in various phases of the department programs. Still other contacts are with Federal, State, County and other public officials for the purpose of coordination and/or seeking approvals from them. Finally, important contacts are with sup

Occupational Risks: Duties generally do not present occupational risk. However, if an employee fails to properly follow safety precautions and procedures, it could result in a minor injury.

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. Under the direction of the Director of Public Works, oversees the general operations of the Department of Public Works, delegating daily supervision of operations to subordinates.

- Under the direction of the Director of Public Works staff, schedule, motivate and provide overall supervision and training for the operational divisions; select and evaluate personnel, and recommend appropriate personnel actions; recommend changes in status, and compensation; oversee preparation of payroll documents and related reports.
- Provide recommendations relative to the negotiations and administration of labor agreements; conduct personnel investigations and hear and resolve employee grievances within authority; and serve as the department's training officer.
- Provide direction to the operational divisions; plan, organize and direct operating activities through and with the supervisors; supervise the coordination of efforts among divisions and between operational divisions, develop the operational divisions' goals and objectives; establish performance measures; assess performance in relation to established goals; conduct performance evaluations; benchmark divisional policies and procedures against

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similar municipalities and recommend changes to the Director; and take appropriate action to improve the operational divisions' efficiency and service provision.

- Conceive, recommend, and implement, in concert with division supervisors, the operational divisions' policies, methods and procedures affecting operations in compliance with State, Federal, and applicable rules and regulations, and ensure adherence to applicable Town, State and Federal safety and health rules and regulations (including but not limited to personnel policies, department standard operating procedures, vehicle anti-idling policy, work safety policies/practices, vehicle use policy, etc.). Jointly with division supervisors administrate the Department's Safety Program and Drug/Alcohol Testing program. The Deputy Director ensure completion of accident reports and follow-up with after action reviews.
- Oversee operational divisions' customer service function and ensure appropriate and timely customer service. Respond to inquiries, requests and complaints, referring unresolved issues to Director; and maintain liaison with internal/external customers regarding public works operations. Oversee the Department's risk management program.
- Under the direction of the Director perform at a minimum monthly inspections of all public works facilities including EMD Garage, vehicle storage garage, vehicle wash bay, Recycling Center, Oak Street storage area, Springvale Water Treatment Facility, LFNR Garage, public works two-way radio system, and other public works locations. Monthly inspection should create a list of corrective action items to be addressed by appropriate division or Town department. Compile and coordinate facility needs a repair items.
- Under the direction of the Director of Public Works develop and present the preparation of the annual operating and capital budgets of the operational divisions, present recommendations and justification, analyze performance against budget, and develop appropriate control procedures, and oversee the specification and procurement of divisional supplies, materials and equipment. Secure and administer grant programs, and prepare reports and documents required by governmental agencies and Town officials. Deputy Director shall coordinate with division supervisors to ensure proper and efficient storage of materials and help organize storage yards to help create smooth workflows and a safe work space.
- Confer with Town officials in support of departmental operations, and attend board meetings and public hearings to provide technical information. Coordinate activities, attend meetings and communicate with the Director, other managers in the department, and managers of other departments. Represent the Director and the Department at board and committee meetings and with State and Federal agencies.
- Maintain current knowledge of profession through peer association and attendance at seminars, meetings, etc.; meet with staff to provide information and to respond to questions; and perform other related duties as required.

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- Oversee the training needs of department personnel to ensure that all staff are receiving assigned training. Provide training and onboarding opportunities to for department personnel.
- Supervise the daily activity of the Department personnel, issuing verbal, written, and electronic directives to ensure that the department is providing efficient and effective public works services.
- Monitor advances in technology, such as computerization and other equipment utilized in providing professional public works services. In coordination with division supervisors maintain current asset management and work order systems.
- In the absence of the Director of Public Works, and upon his direction, the Deputy Director of Public Works will assume the powers, duties, and responsibilities of the Director of Public Works, subject to any limitations set by the Director of Public Works.
- Shall perform such other duties as may be assigned by the Director of Public Works.

Recommended Minimum Qualifications:

Education and Experience: or any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job.

- Bachelor's Degree in Business/Public Management, Public Works, Civil Engineering, or other related field
- Ten (10) years of work experience in public works construction and maintenance. Or any equivalent combination of education, experience, and training that provides the required knowledge, skills, and abilities.
- Candidate must be in general good health and hold a valid Motor Vehicle Operator's license.

Knowledge, Abilities and Skill

Knowledge:

- Knowledge of public works construction and maintenance principles, practices and techniques.
- Knowledge of public works management and administration.
- Knowledge of laws and regulations affecting public works programs.
- Working knowledge of engineering concepts and application of concepts to public works construction.
- Working knowledge of financial management, particularly in the budgeting and expenditure control functions.

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Abilities:

- Ability to plan, organize and direct the operations of a coordinated public works department.
- Ability to supervise and train others, to evaluate their performance and administer discipline, as needed.
- Ability to conduct technical studies and prepare technical documents and reports, relating to public works programs and organizational concerns.
- Ability to read, understand and interpret technical documents and plans to others, such as; technical specifications, blueprints and similar technical documents.
- Ability to handle numerous details and to perform work with a high degree of independence.
- Ability to establish and maintain harmonious relationships with others.
- Ability to communicate effectively with others, both orally and in writing.

Skill:

Competence in using general office computer programs and equipment and specialized public works computer systems.

Physical and Mental Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the position's essential functions.

Physical Skills:

- There is little or no physical demand needed. The ability is required to lift up to 30 pounds.

Motor Skills:

- Duties may involve close hand-eye coordination and physical dexterity.

Visual Skills:

- Individual must have the capacity to see and read, as well as determine color differences.

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