

**Town of Natick
Job Description**

Position Title:	Executive Director of Public Works & Facilities	Grade Level:	6
Department	Public Works/Facilities	FLSA Status	Exempt
Reports to:	Town Administrator		

Statement of Duties: The Executive Director of Public Works & Facilities Management develops and oversees programs to ensure proper stewardship of all public infrastructure. Strategic oversight of Public Works and Facilities departments to promote effective and efficient management. Develop cost effective opportunities to leverage department assets.

Supervision Required: Works under the day-to-day supervision of the Town Administrator.

Supervisory Responsibility: Responsible for supervising the Public Works and Facilities Directors as well as supervisors and administrative personnel.

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 are required in selecting the appropriate practices, procedures, regulations, or guidelines to apply in each case.

Complexity: Work consists of a variety of duties that generally follow standardized practices, procedures, regulations, or guidelines. The sequence of work and/or the procedures followed vary according to the nature of the transaction and/or the information involved, or sought, in a particular situation.

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: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually loud in field settings, and moderately quiet in an office setting.

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When outdoors at the job site, the job will involve working around heavy machinery (loaders, backhoes) and noisy equipment. The employee may be subject to inclement weather situations including high heat, extreme cold, heavy winds, and rains and long hours. The employee may be subject to fumes and odors.

Nature and Purpose of Contacts: Position interacts with coworkers, public and external contacts. More often ordinary courtesy, tact, and diplomacy may be required to resolve complaints or uncooperative individuals.

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.

- Analyzes operations to ensure that Facilities and Public Works Departmental resources are maximized, sustainable and meeting established Town goals.
- Carries out policies of the Town as directed by the Town Administrator.
- Ensures proper management of Town infrastructure and building projects
- Develops and maintains a multi-year capital improvement plan and maintenance program for all town infrastructure.
- Assumes responsibility for the comprehensive planning, scheduling and monitoring of maintenance and repair requirements of the Town's assets.
- Ensures that standards consistent with all applicable laws are maintained at a minimum; establishes compliance with local, state and federal environmental compliance regulations.
- Working with the Town's Procurement Officer, determines and establishes detailed bid and quote specifications pertaining to purchase of supplies, materials, equipment, and contract work.
- Responsible for the purchase, utilization and control of all forms of energy used in Town. Collaborative energy purchases are encouraged where practical.

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- Stays informed of the latest trends, developments and products in the areas of responsibility, and encourages innovation and experimentation as appropriate.
- Collaborates with public safety officials to ensure best practices in emergency management and safety.
- Prepares and administers the approved budgets for Public Works and Facilities.
- Ensures that all contract work is procured in accordance with state law and Town procurement policies.
- Oversees the recruitment, employment, assignment, transfer, promotion, demotion, or dismissal of personnel according to terms of the collective bargaining agreement and subject to the approval of the Town Administrator.
- Works with Town Administration to prepare for collective bargaining, makes recommendations for collective bargaining agreement modifications; administers provisions of collective bargaining agreement.
- Evaluates the Public Works and Facilities Director and other direct reports.
- Ensures the development of training programs to meet local, state and federal requirements.
- Attends Select Board, Finance Committee, School Committee and other meetings as required or requested.

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.

- Over ten (10) years' experience in senior level management.
- A Master's degree from an accredited college or university in engineering, business, or a related field, or equivalent job experience.
- Mass. Certified Public Purchasing Official (MCPPO) desirable.
- Supplemental courses, training and/or education in a related field are highly desirable.

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- Must possess a valid Class D State Driver's License.

Knowledge, Abilities and Skill

Knowledge:

- Public procurement laws and regulations.
- Construction and design services contract administration procedures (Experience with MSBA building process is a plus).
- Price trends and grades of quality of materials and equipment.
- Methods, materials and tools/equipment used in the care and maintenance of assets
- Hazards and safety precautions common to public works and facilities.
- Local government practices and procedures.
- Report writing and preparation.
- Preparation and management of a departmental budget.

Abilities:

- Manage and direct the activities of large-scale construction projects.
- Identify short and long range building needs, prioritize projects through development of 5+ year capital plan; modify work plan in response to changing priorities or emergencies
- Plan, organize, direct and supervise the work of department personnel; provide training to advance employee skills and ensure familiarity with emerging trends and changing regulations.
- Interpret and apply civil engineering and building construction best practices, requirements and specifications.
- Interpret and apply federal, state and local policies, laws and regulations.
- Communicate clearly and effectively, both orally and in writing.

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- Identify opportunities for collaboration with other municipal departments and others to help solve problems and implement cost-effective solutions.

Skill:

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:

- While performing the duties of this job, the employee is required to sit, talk, hear, and visually observe.
- The employee is required to have mobility in order to move about the office; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms on the floor or on ladder.
- The employee must occasionally lift and/or move up to 50 pounds.

Motor Skills:

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

Visual Skills:

- Specific vision abilities required by this job include close vision, distance vision, depth perception, the ability to adjust focus, and the ability to distinguish colors.

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.