

**Town of Natick
Job Description**

Position Title:	Director of Public Works	Grade Level:	5
Department	Public Works	FLSA Status	Exempt
Reports to:	Executive Director of Public Works and Facilities(Executive Director)		

Statement of Duties: The Director of Public Works develops and oversees programs to ensure proper stewardship of the Public Works Department. Supervises Department staff and ensures safe and efficient operations. Develops cost effective opportunities to leverage department assets.

Supervision Required: Works under the day-to-day supervision of the Executive Director.

Supervisory Responsibility: The employee is a managerial employee, and exercises supervision over the department, with direct supervision over a team of division supervisors. Supervisors and employees work at a variety of different locations throughout the community, many of them working different hours. 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 are 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 their supervisor. A great deal of 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

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completing work projects and in meeting deadlines within budgetary limitations.

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: Work can involve inherent risks. The Director must take all necessary safety steps to avoid or minimize those risks.

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.

- Responsible for the management and administration of a public works department, including the planning, organizing and directing of all activities of the department and operation of all divisions within the department.
- Develops work programs, coordinates the work of the division, advises division supervisors on all policies and procedures affecting the department and standards relating to construction and maintenance activities; conducts technical and organizational studies of department.
- Prepares departmental operating and capital outlay budget re-quests in consultation with division supervisors; discusses needs with the Executive Director. Administers the budgets approving all expenditures, including payroll, procurements, and contracts for services.
- Oversees the preparation of bid specifications for equipment needs, for studies, service contracts and construction contracts for departmental work; prepares grant applications for public works projects in consultation with proper Town officials.
- Makes recommendations on appointments of all personnel for the department, recommends employees for promotion, and for demotion or dismissal, as may be necessary; conducts job appraisals of subordinates, trains them and maintains general supervision over all personnel aspects affecting work force.
- Oversees the plan development for roadway, water and sewer improvements and for all other public works programs; reviews department performance in completing construction and maintenance projects in a timely fashion.

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- Maintains effective working relationships with Federal, State, County and other municipal officials, and with contractors and suppliers of equipment and supplies, responds to inquiries and complaints of citizens.
- Develops and maintains department emergency preparedness plans to meet natural and other disasters and emergency conditions, and serves as a member the Town's Emergency Management Team.
- Keeps abreast of current and new practices and techniques affecting public works construction and maintenance functions.
- Advises the Executive Director on negotiations and on contract administration.
- Ensures compliance with all State and Federal Department of Transportation requirements.
- Performs other duties as assigned.

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 seven (7) years' experience in public works management
- A Bachelor's degree from an accredited college or university in civil engineering, business, or a related field, or equivalent job experience.
- A Professional Engineer (PE) preferred.
- Mass. Certified Public Purchasing Official (MCPPO) desirable.
- Supplemental courses, training and/or education in a related field are highly desirable.
- Must possess a valid Class D State Driver's License.

Knowledge, Abilities and Skill

Knowledge:

- Extensive knowledge of public works construction and maintenance principles, practices and techniques.

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- Extensive 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.

Abilities:

- Ability to plan, organize and direct the operations of a coordinated public works department.
- Ability to supervise, train and mentor 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:

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.

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- 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.