

TOWN OF UPTON POSITION DESCRIPTION

Position Title:	Director of Public Works	Grade:	I
Department:	Public Works	FLSA:	Non-Exempt

GENERAL PURPOSE

Responsible for managing the administration of the Highway Division, Water Division, Sewer Division, Parks Division and Cemetery Division.

SUPERVISION RECEIVED (Position/Boards the position reports to)

Board of Selectmen

SUPERVISION EXERCISED (if applicable)

Supervises heavy equipment operators, water/wastewater operators, division supervisors and clerical/administrative staff. The employee is responsible for the supervision of approximately ten to fifteen employees.

ESSENTIAL FUNCTIONS

The essential functions or duties listed below are intended only as illustrations of the various types 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.

- Supervise, plan, direct and coordinate the operations of the Department of Public Works (highway, water, sewer, maintenance of parks, forestry, cemetery, sanitation and building maintenance divisions) including personnel, budget development, and equipment use.
- Provide engineering expertise and assistance to the Board of Selectmen, Board of Health, Planning Board, Zoning Board of Appeals, Board of Assessors, Building Inspector and Conservation Commission.
- Prepare departmental budget for review by the Board of Selectmen; oversee the monitoring of expenditures and the maintenance of records; submit reports as required by regulatory agencies; submit annual reports of departmental activities for inclusion in the Annual Town Report. Submit reports to the Board of Selectmen summarizing activities and present at Board of Selectmen's meetings.
- Responsible for field investigations, surveys, plan and specifications, cost estimates for construction or reconstruction of highways, sidewalks, water distribution systems, sewer systems and other capital projects. Develop plans, construction schedules and cost estimates for same.
- Plan, implement and direct, policies and procedures for snow and ice operations, including equipment, personnel, training and materials.
- Review subdivision plans and applications; make recommendations to Planning Board, Zoning Board of Appeals, Board of Health, Selectmen and Conservation Commission for permits, licenses, etc. for conformity to federal, state and town by-laws and regulations.

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- Prepares applications for federal and state grants for public works projects.
- Inspect and approve public work projects constructed by town and/or private development contractors
- Establish department's policies and procedures, including safety practices; monitor staff compliance.
- Oversee grant application preparation for Public Works projects.
- Supervise the Storm Water Management Program.

Performs other similar and related duties.

MINIMUM QUALIFICATIONS

Requires a Bachelor's degree in engineering or public administration with a minimum of 7-10 years of related experience with a minimum of 5 years in a supervisory position; or any equivalent combination of education and experience.

Special Requirements

Valid Class D Motor Vehicle license and **Class 2B license?**

Knowledge, Skills and Abilities

Requires thorough knowledge of Public Administration, with particular reference to local jurisdictions; considerable knowledge of personnel and purchasing techniques; working knowledge of governmental budgetary procedures; extensive experience and/or background in Civil Engineering. Working knowledge of town government. Working knowledge of departmental operations and relationship with other town departments, state and federal law enforcement agencies and offices. Requires ability to build a positive team environment, manage and motivate staff. Requires familiarity with personnel management practices. Requires excellent planning, time management and organizational skills.

Requires ability to express ideas effectively, both orally and in writing; ability to meet and deal with town employees, town officials and the public effectively and appropriately. Ability to handle problems and emergencies effectively and in a timely manner. Ability to maintain, manage, and organize records. Requires excellent organizational skills, and skill in the use of personal computers and office software including word processing and spreadsheet applications.

TOOLS AND EQUIPMENT USED

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The employee is required to use a computer and general office equipment. **When necessary, the employee may operate snowplows and sanders. The employee is required to operate Class 2B ? and D motorized vehicles.**

PHYSICAL DEMANDS

The physical demands described 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 essential functions.

While performing the duties of this job, the employee is frequently required to sit, talk, hear, stand, and walk. When field work inspection is necessary, the employee in the job is required to bend/stoop, kneel, carry, reach, climb/balance, push/pull, and lift.

The work occasionally requires strenuous physical exertion including the lifting of objects of more than 60 pounds on an intermittent basis.

The employee must have good vision to drive, view reports and correspondence, and view plans, maps, and specifications. Requires the application of manual dexterity in combination with eye-hand coordination to operate vehicles, **equipment and use tools.** The employee works around moving parts.

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.

Work is performed in an office environment as well as in the field. The nature of duties may involve presence of unpleasant or irritating elements, such as noise, odors, fumes, dust, smoke, heat, cold, oil, dirt or grease.

Work requires being on call for 24 hours a day 7 days per week and employee may be required to work beyond normal business hours in response to emergency situations or to attend evening meetings.

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