****

**Town of Williamstown**

*Job Description*

|  |  |  |  |
| --- | --- | --- | --- |
| **Position Title:** | DPW Director | **Reports to:**  | Town Manager |
| **Department:** | Department of Public Works | **Union/Non-Union:**  | Non-Union |

To apply, email a cover letter and resume to Cara R. Farrell, Human Resources Director, cfarrell@williamstownma.gov with the subject line “DPW Director Application”.

**General Job Definition**

The Town of Williamstown is committed to improving diversity, equity, and inclusion.

Professional, supervisory, administrative, and operational work in planning, directing, and managing the operations of the Department of Public Works (DPW). Develops and manages positive relationships with all required agencies including neighboring municipalities, county organizations, and state and federal government entities. All other related work, as required. The salary range for this position is $95,000-$99,000. The Town offers a competitive benefits package and is an Equal Opportunity Employer.

**Job Environment**

Work is performed under typical office conditions; other work may be performed out in the field, including within the different DPW facilities. Daily contact with the general public, town departments, local boards, and commissions, county organizations, state, and federal agencies, attorneys, consultants, engineers, and architects. Errors in administrative decisions could result in lower standards for services, sub-standard construction, inadequate maintenance, and potential risk to both town finances and public safety. Frequent travel to other communities and occasional travel to other regions of the state for trainings, conferences, and seminars. Has access to all departmental confidential information such as personnel records, contract negotiations, and bid proposals.

**Supervision and Guidance**

Works under the administrative direction of the Town Manager. Routinely participates collaboratively with other town departments, including the Community Development Department to solicit broader input into DPW initiatives and projects toward a unified and efficient vision for the Town. Responsible for the supervision and operations of all DPW Divisions, including the Water and Sewer Divisions, Highway Division, Transfer Station, Equipment Maintenance Division, Public Building and Property Maintenance Division, and Cemetery and Parks Division. Responsible for the indirect supervision of over 20 full-time employees as well as seasonal employees.

**Essential Functions**

Working collaboratively with subordinate division heads, the Director plans, directs, budgets, and manages the activities of the Wastewater Treatment Plant, Transfer Station, Highway Division, Equipment Maintenance Division, Public Building and Property Maintenance Division, and Cemetery and Parks Division and is directly responsible for clear lines of communication and accountability for all employees of the department. Directly supervises division heads and indirectly supervises a full-time staff of 20-25 employees and seasonal employees. Provides direction and training to all staff where applicable. Collaborates and communicates regarding ongoing and future projects. Acts as the building superintendent for all Town-owned properties and plans for capital repairs. Prepares and administers the department’s budget and makes recommendations to the Town Administration for the revision or expansion of existing programs or services. Projects and tracks all capital expenditures and presents annual budget before the Finance Committee. Tracks data and prepares a report for the Annual Town Report. Keeps complete records for all DPW functions.Reviews the planning, design, and operation of the sewer distribution system, storm drainage systems, road construction and improvements, winter maintenance, cemetery maintenance, public buildings and grounds maintenance projects, equipment maintenance, and various special projects of a public works nature.Ensures all work and projects comply with applicable environmental regulations and standards; confers with Conservation Commission, and state and federal officials on matters of environmental concern.

Prepares and oversees the competitive bidding process to ensure compliance with the Chapter 30B Uniform Procurement Act and all other applicable laws and regulations. Reviews bid proposals and interviews prospective contractors and consultants; monitors and evaluates contractual services for compliance with appropriate conditions.Handles media questions and inquiries on behalf of the department as directed by the Town Manager.Performs administrative tasks as necessary or required.Works collaboratively whenever possible with neighboring communities and county organizations and agencies. Maintains a strong working relationship with all other Town Department Heads and staff through collaboration, communication, and flexibility concerning departmental responsibilities.Performs all other duties as required by the Town Manager.

**Physical Requirements**

Minimal physical effort is required to perform duties under typical office conditions. Must occasionally lift more than 40 pounds. Will regularly be exposed to active construction and work sites and potentially dangerous conditions during weather events.

**Minimum Qualifications**

**Education and Experience**

Bachelor’s Degree in a field relative to civil engineering, public administration, engineering, or management; five years minimum progressively responsible experience in public works operations and management, engineering, construction, facility management, or a related field; an equivalent combination of education and experience will be considered.

**Knowledge, Ability, and Skill**

Comprehensive, technical, and practical knowledge of the materials, methods, and techniques relative to public works projects, challenges, and building management/maintenance.Ability to plan, assign and supervise the work of multiple groups of employees engaged simultaneously on work across multiple disciplines.Ability to maintain strong, positive public relations and communication.Knowledge of public works financing and administration.Must have strong written and verbal skills as well as the ability to exhibit honesty and integrity.Ability to multi-task and address difficult personalities, situations, and employee matters professionally.Must be comfortable with technology and have strong computer skills. Demonstrated ability to work collaboratively.

**Confidentiality**

Must have high regard, commitment, and understanding of confidentiality and how it applies to the position.

**Special Requirements**

Valid Massachusetts State Driver’s License