



Town of Williamstown

Job Description

Position Title:	Superintendent of Public Works	Reports to:	DPW Director
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 "Superintendent of Public Works Application". The Town of Williamstown is committed to improving diversity, equity, and inclusion.

General Job Definition

Professional, supervisory, administrative, and operational work in planning, directing, and assisting the operations of the Department of Public Works (DPW). The salary range for this position is \$78,000-\$82,000. 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 service standards, sub-standard construction, inadequate maintenance, and potential risk to 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

Under the policy direction of the Director of Public Works, performs highly responsible duties requiring the exercise of considerable independent judgment in planning and inspecting the construction of public works projects and in determining the scope and scheduling of maintenance projects. Plans, directs and budgets the activities of the Public Works Department. Responsible for all phases of design and construction of infrastructure projects for the Town.

The Superintendent of Public Works will supervise all positions in the Department of Public Works and employees from other departments during snow emergencies.

Essential Functions

- Under the supervision of the Director of Public Works, manages the Highway, Cemetery, Parks, Transfer Station, and Facilities Departments.
- Assist in engineering, design, and construction projects for the department: provides input to all other Town departments as required about such projects.
- Coordinates and directs the planning and operation of storm drainage systems, road construction and improvements, and various special projects of a public works nature. Directs the maintenance and repair of bridges, culverts, highway guard fences, and other departmental structures and appurtenances.

- Oversees division budgets and short- and long-range capital expenditures programs, and supervises payroll and accounts payable.
- Supervises employees and utilization of equipment; evaluates different methods of performing work; assists in preparing bid specifications for construction projects and equipment.
- Responsible for the upkeep and general maintenance of all Department equipment and vehicles.
- Directs the maintenance and preparation of reports from departmental administrative and fiscal records, including accounts, cost systems, personnel records, payrolls, inventory, maintenance records, and permits.
- Confers frequently with division heads, other department heads, municipal officials, state government officials, professional and technical consultants, business representatives, and the general public on matters of departmental concern.
- Approves all street opening permits with street restoration requirements to private contractors and utility companies.
- Maintain current knowledge of all safety regulations and insure employees are trained in said safety regulations and safety compliance is monitored
- Responsible for the City's snow and ice program for streets, sidewalks, and parking lots.
- Attend to after-hours department emergencies.
- *Performs related work as 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

Moderate physical effort is required to perform supervisory duties in driving, standing, and walking, sometimes in rough terrain under varied weather conditions, and entering trenches and detention basins. At times will require bending stooping and lifting. May occasionally assist in lifting heavy objects. 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 civil engineering, public administration, engineering, or related field; 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 may be considered.

Knowledge, Ability, and Skill

Thorough knowledge of the materials, methods, and techniques relative to public works issues. Ability to plan, assign and supervise the work of groups of employees engaged in a variety of public works construction and maintenance operations. Ability to maintain good public relations. Knowledge of public works financing and administration. Understanding of the confidentiality requirements of personnel records and bid specifications. Good verbal and written communication skills. Ability to prepare and administer budgets. Ability to operate a computer, telephone, and standard office equipment.

Confidentiality

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

Special Requirements

Must possess a Class B Commercial Driver's License, Class A preferred.
 Must possess a Massachusetts 2A Hoisting License.
 Must possess a valid Massachusetts State Driver's License.