

DEPARTMENT OF PUBLIC WORKS DIRECTOR
Job Description

Definition:

Administrative and supervisory work in planning, directing, and managing the operations of the Highway Department; all other related work as required.

Supervision:

Works under the direction of the Town Manager and is responsible to the Board of Selectmen.

Supervises full-time employees and part-time or seasonal employees as needed.

Job Environment:

Most work is performed in outdoors with exposure to various weather conditions and the hazards associated with operating heavy machinery, and potential periodic exposure to personal injury. Some work is performed under typical office conditions.

Makes frequent contacts requiring perceptiveness and discretion with other Town officials, Town boards and commissions, local State and Federal agencies, engineers, attorneys, architects, and with the general public.

Has access to all department-related confidential information such as personnel records, contract negotiations, and bid proposals.

Essential Functions:

Performs highly responsible duties requiring the exercise of considerable independent judgment in the planning, direction, and control of the operation and maintenance of the public works infrastructures.

Plans, directs, budgets, and manages the activities of the Highway Department. Confers with Town Manager and Board of Selectmen concerning on-going and future projects. Oversees management of department personnel, training, staffing and evaluation of employees; oversees departmental finances; administers long-term planning; maintains department records and correspondence; oversees construction projects for the department; provides assistance to other Town departments on capital projects as required.

Prepares and schedules departmental work assignment; as requested, submits work reports to Town Manager, copying Board of Selectmen if asked.

Prepares departmental budget, including short and long-range capital expenditures; presents annual budget to Town Manager for inclusion in Town budget; answers questions about departmental budget at Town Meeting.

Supervises employees and utilization of equipment; evaluates different methods of performing work; works with Chief Procurement Officer in the competitive bidding process to ensure compliance with applicable regulations; reviews bid proposals and interviews prospective contractors and consultants; monitors and evaluates contractual services for compliance with specifications and applicable conditions.

Acts as supervisor for crews engaged in maintenance and repair projects including constructing, repairing, and maintaining streets, sidewalks, catch basins and drainage systems, patching potholes; laying pipes, grading and hot topping streets; cutting brush; repairing and installing street signs; plowing snow, and sanding streets; and collecting and disposing of leaves and refuse. As requested assists Water District and Sewer Commission.

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Operates motor vehicles and equipment necessary for completion of projects, such as road and drainage construction, snow removal and the like. Operates assigned heavy motor equipment such as trucks and backhoe. May service and follow prescribed preventive maintenance procedures on assigned equipment, such as trucks, backhoe, and grader. Performs labor incidental to the work of operating assigned equipment (e.g., changing plow blades, washing trucks and equipment) or other tasks.

Inspects road safety conditions and determines methods of snow removal and ice control; allocates equipment and manpower to limit hazards during snowstorms. Handles problems and complaints involving street conditions, drainage, and damage done to private property while plowing.

Represents the department at a multitude of different meetings both internally and externally; handles all media questions on behalf of the department; and is in frequent contact with County, State and Federal agencies to ensure compliance with all laws and regulations affecting the work of the department.

Works with the Town Manager to find and obtain State and Federal monies for department projects and purchases.

Collaborates and coordinates with Baker Hill Road District, Water District, and relevant departments in nearby towns, consistent with long-term improvements in cost-effectiveness of Lanesborough Highway Department.

Also acts as buildings' manager, responsible for maintenance and oversight of Town buildings.

Performs other similar or related duties as required or as situation dictates.

Physical Requirements:

This position requires constant moderate-to-strenuous physical effort. Frequently requires moving (push, pull, lift or carry) objects weighing up to 100 pounds. Work is performed under varying weather conditions.

Recommended Minimum Qualifications:

Education and Experience:

High School diploma or equivalent; five years of progressively responsible experience in municipal public works construction and maintenance; or any equivalent combination of education and experience. Valid Massachusetts Driver's License and possession of Class II-A Hydraulics License and CDL Class B License with air brakes endorsement required.

Knowledge, Ability and Skill:

Comprehensive technical and practical knowledge of the materials, methods and techniques relative to public works projects, financing, and administration. 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.