

**Town of Natick
Job Description**

Position Title:	Director of Public Works	Grade Level:	5
Department	Public Works	FLSA Status	Exempt
Reports to:	Deputy Town Administrator/ Operations		

Statement of Duties:

Supervision Required: Incumbent works under the broad direction of the Town Administrator, from whom the employee receives policy and program direction and guidance, including the setting of priorities. The employee plays a very important role in developing and carrying out a wide berth of work programs, developing plans and effecting improvements, keeping his superior informed of unusual conditions and circumstances. Incumbent is considered an expert in this line of work and results of his/her work are accepted normally without change. The employee must observe and follow the town charter, and applicable laws and regulations, as well as decisions of the Selectmen and Town Meeting.

Supervisory Responsibility: The employee is a managerial employee, and exercises supervision over a fairly large department, with direct supervision over a corps of division supervisors, who performance he/she evaluates. Supervisors and employees work at a variety of different locations throughout the community, many of them working at different hours than the manager. 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 his/her 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

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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 completing work projects and in meeting deadlines within budgetary limitations.

Nature and Purpose of Contacts: Primary contacts are with the Town Administrator for conferring and consulting on approved and proposed public works projects, in which project needs and objectives are discussed in some detail. Other contacts are with a wide variety of other Town officials having substantive interest in various phases of the department programs. Still other contacts are with Federal, State, County and other public officials for the purpose of co-ordination and/or seeking approvals from them. Finally, important contacts are with supervisors and employees of the department to gain full cooperation in meeting department goals.

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, direction 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 Deputy Town Administrator - Operations and Selectmen in anticipation of Town Meeting action; administer the budgets, once approved, 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.

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- 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.
- 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, by reading professional publications and journals and by at-tending meetings of leaders in the public works field.
- Advises the Deputy Town Administrator on negotiations and on contract administration on a day-to-day basis.
- Performs other related duties of the class as required.

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.

- The employee needs to come to this position having not less than seven (7) years of practical experience in public works construction and maintenance, and having not less than three (3) years of such experience as a top manager or supervisor having direct responsibility over two (2) or more important functions, such as: highways, water, sewer and sanitation.
- A candidate for this class of positions must be a high school graduate and should have received a Bachelor's Degree in Business/Public Management or in a field directly related to Public Works, and should have successfully completed courses in civil engineering and financial management.

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- Must have had at least seven (7) years of work experience in public works construction and maintenance, the last three (3) years of which should have been in top supervisory position in which candidate had direct responsibility for two (2) or more important public works functional areas.
- Candidate must be in general good health and hold a valid Motor Vehicle Operator's license.
- Must be able to demonstrated possession of the required knowledge, skills, and abilities to perform this work.

Knowledge, Abilities and Skill

Knowledge:

- Extensive knowledge of public works construction and maintenance principles, practices and techniques.
- Extensive knowledge of public works management and administration.
- Considerable 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 and train 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.

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- 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:

- There is little or no physical demand needed. The ability is required to lift up to 30 pounds.

Motor Skills:

- Duties may involve close hand-eye coordination and physical dexterity.

Visual Skills:

- Individual must have the capacity to see and read, as well as determine color differences.

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.