



Joseph C. Sullivan, Mayor

BRAINTREE HUMAN RESOURCES DEPARTMENT

Karen M. Shanley, Human Resources Director
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POSTING

JOB TITLE: DPW Director
LOCATION: Various within the Town of Braintree
DATE AVAILABLE: April 4, 2016
SALARY: \$95,980.13 - \$120,901.06/year

QUALIFICATIONS:

Bachelor's Degree in Engineering or relevant field required; Master's degree in Public or Business Administration, Civil Engineering or similar field; 5 years of progressively responsible experience in public works, including experience in a management capacity; strong municipal management background highly desirable; or some equivalent combination of education and experience.

RESPONSIBILITIES:

Please see attached job description for complete details.

POSTING DATES: March 22, 2016 – April 22, 2016

Applicants may submit a cover letter and resume to the following address:

Human Resources Department
Town of Braintree
1 JFK Memorial Drive
Braintree, MA 02184

or e-mail to: kshanley@braintreema.gov

Town of Braintree is an Equal Opportunity Employer

GRADE: M26
NON UNION

DIRECTOR OF PUBLIC WORKS

NATURE OF WORK

Complex supervisory, administrative, and professional work in planning, organizing, coordinating, directing, and supervising the Department of Public Works (DPW), including highway, facilities and equipment, recreation and community events, golf, engineering, and water and sewer; all other related work, as required.

SUPERVISION

Works under the policy direction of the Mayor, reporting through the Chief of Staff and Director of Operations.

Performs highly responsible work, requiring the exercise of considerable independent judgment in the planning, direction, and control of the operation and maintenance of public works infrastructure for the Town.

Directly supervises DPW administrative staff and division supervisors and managers and has indirect responsibility for all of the employees of the DPW in multiple locations.

JOB ENVIRONMENT

Work is generally performed under typical office conditions; possible exposure to variable outdoor weather conditions and hazards associated with construction sites, various public works projects, and heavy mechanical equipment. Frequently required to work outside normal business hours, including availability for public community meetings, and budget/operations responsibilities. In addition, may be required to work on weekends and may be contacted at home at any time to respond to important situations and emergencies.

Operates office computer and standard office equipment; operates an automobile.

Makes constant contact requiring perceptiveness and discretion with other town officials, local State and federal agencies, engineers, attorneys, architects, suppliers and sales people, and the general public.

Has access to department oriented confidential information, including personnel records, law suits, criminal investigations, collective bargaining negotiations and bid documents.

Errors in administrative decisions could result in lower standards of service, substandard construction and inadequate maintenance programs, with consequent danger to public safety; errors in supervisory and financial decisions could result in excessive costs for both construction and maintenance programs and have legal repercussions.

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.

- Supervises, plans, directs, and administers all aspects of the Department of Public Works, including the highway, road repair and maintenance, facilities and equipment, recreation and community events, golf, engineering, and water and sewer divisions. Develops and recommends departmental policies, projects, and procedures; confers with division heads concerning ongoing and future projects.
- Oversees management of department personnel administration, labor relations, training, staffing, and evaluation of employees; administers departmental expenditures including payroll, procurement, and contracts for outside services; administers all short and long-term planning; maintains department records and correspondence.
- Oversees the preparation of the department's operating budget, capital budgets and enterprise budgets.
- Advises the Mayor on technical aspects of public works projects and programs; implements various programs and projects according to authorized budget appropriations.
- Evaluates public works needs and formulates short and long range plans to meet needs in all areas of responsibility.
- Participates in public hearings on department projects; responds to requests for information and complaints from citizens.
- Oversees the competitive bidding process to ensure compliance with applicable regulations; prepares and

reviews plans and bid specifications for goods, services and construction projects, studies, service contracts, and grant applications; reviews bid proposals and interviews prospective contractors and consultants; reviews contracts and monitors and evaluates contractual services for compliance with specifications and applicable conditions; prepares applications and documentation for State and federal grants and loans for Department of Public Works projects and purchases.

- Represents the department at a variety of different meetings both within and outside of the town; develops and maintains effective working relationships with municipal, county, State, and federal officials and agencies to ensure compliance with all laws and regulations affecting the work of the department.
- Ensures efficient departmental coordination and compliance with all local, state and federal laws and regulations such as Administrative Consent Orders and Storm Water Regulations. Serves as liaison to various state agencies such as the Massachusetts Highway Department and the Department of Environmental Protection.
- Studies and recommends pricing for water and sewer services to the Mayor.
- Performs other similar or related work as required, or as situations dictate.

KNOWLEDGE, SKILLS, ABILITY:

Knowledge: Considerable knowledge of the concepts, methods, techniques and materials of public works management. Demonstrated knowledge of budget preparation. Familiarity with Massachusetts General Laws related to public works construction, maintenance, design, selection, contract bidding, awards and management. Knowledge of, and ability to use, computers including but not limited to word processing and financial management.

Skills: Excellent written and verbal communication skills. Considerable skill, diplomacy and tact are required in supervising and motivating employees, influencing Town Officials and protecting and promoting the Town's and Department's best interests. High degree of judgment initiative and ingenuity in interpreting and developing applications to specific areas of work. Errors in judgment could severely hamper department operations.

Ability: Ability to plan, assign and supervise the work of groups of employees performing varied functions related to public works administration. Ability to establish and maintain effective and harmonious working relationships with town officials and departments, State agencies, the general public, consultants, vendors and contractors. Ability to direct personnel and operations under emergency conditions. Ability to innovatively initiate and manage change. Ability to prepare and administer budgets and to prepare financial reports.

REQUIRED QUALIFICATIONS:

Bachelor's Degree in Engineering or relevant field required; Master's degree in Public or Business Administration, Civil Engineering or similar field; 5 years of progressively responsible experience in public works, including experience in a management capacity; strong municipal management background highly desirable; or some equivalent combination of education and experience.

PHYSICAL REQUIREMENTS

Position requires the ability to operate a computer including excel spreadsheet expertise and all other standard office equipment. The employee is occasionally required to lift and move heavy boxes and equipment of up to 60 pounds. The employee is required to use hands to finger, handle, or feel objects, tools, or controls, and reach with hands and arms. The employee is frequently required to sit, talk and hear. When required to be in the field, physical requirements increase and position may require work in varied weather and emergency conditions.