

**Town of Bolton, Massachusetts**  
**Job Description**

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|------------------------|-------------------------------|---------------------|-----------|
| <b>Position Title:</b> | Director of Public Works      | <b>Grade Level:</b> | VI        |
| <b>Department</b>      | Department of Public Services | <b>Date:</b>        | June 2017 |
| <b>Reports to:</b>     | Town Administrator            | <b>FLSA Status</b>  | Exempt    |

**Statement of Duties:** The Director of Public Works is responsible for the management of a major department of the Town including the planning, design, construction and maintenance of the Town's public infrastructure including roads, facilities and surrounding grounds, equipment, cemeteries, athletic fields, town wastewater treatment facility and Transfer Station/Recycling Center as well as the directing and supervising of department staff. Employee is required to perform all similar or related duties.

**Supervision Required:** Under the administrative direction of the Town Administrator and policy direction of the Board of Selectmen, the Director works from municipal policies and objectives in accordance with local, state and federal regulations or laws; the employee establishes short and long-range plans and objectives for a major department of the Town; establishes Department and employee performance standards and assumes direct accountability for department results. Consults with the Town Administrator and the Board of Selectmen where clarification, interpretation, or exception to municipal policy may be required. The employee exercises responsibility in the development of department operating and capital budgets and the recruitment and training of employees. The employee is expected to resolve all conflicts, which arise and coordinate with others as necessary.

**Supervisory Responsibility:** The employee is accountable for the direction and success of a major department of the Town. The employee is responsible for analyzing program objectives, determining the various work operations needed to achieve them, estimating the financial and staff resources required, allocating the available funds and staff, reporting periodically on the achievement and status of the program objective; and recommending new goals. The employee typically formulates or recommends program goals and develops plans for achieving short and long-range objectives; determines organizational structure operating guidelines and work operations; formulates, prepares budget and manpower requests and accounts for effective use of funds and staff provided; coordinates program efforts within the unit and with other departments; delegates authority to subordinate supervisors and holds them responsible for the performance of their unit's work; reviews work in terms of accomplishment of program objectives and progress reports, approves standards establishing quality and quantity of work; and assists or oversees the personnel function, including recommending hiring, training and disciplining of employees.

The employee is responsible for the supervision of approximately 12 staff and some seasonal employees. In addition, the employee oversees the performance of private contractors providing services to the Town. Work operations are subject to frequent, abrupt and unexpected changes in deadlines, volume of work, and/or sudden emergencies due to uncontrollable circumstances. Large numbers of employees are physically separated for substantial portion of time due to multiple shifts or concurrent work assignments.

**Confidentiality:** In accordance with the State Public Records Law, the Director has regular access at the departmental level to confidential information such as official personnel files and

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department records.

**Accountability:** Duties include department level responsibility for technical processes, service delivery, and contribution to municipal wide plans and objectives and fiscal responsibility for the department including buildings, equipment and utilization of staff. Consequences of errors, missed deadlines or poor judgment could severely jeopardize department operations or have extensive financial and legal repercussions and/or loss of life.

**Judgment:** Guidelines only provide limited guidance for performing the work. They may be in the form of administrative or organizational policies, general principals, legislation or directives that pertain to a specific department or functional area. Extensive judgment is required to develop new or adapt existing methods and approaches for accomplishing objectives or to deal with new or unusual requirements within the limits of the guidelines or policies. The employee is recognized as the department or functional area's authority in interpreting the guidelines, in determining how they should be applied, and in developing operating policies.

**Complexity:** The work consists of employing many different concepts, principles, techniques and practices relating to the provision of municipal public works services. Assignments typically concern such matters as studying trends in the field for application to the work; assessing services and recommending improvements; planning long range projects; devising new techniques for application to the work, recommending policies, standards or criteria.

**Work Environment:** The work environment involves everyday discomforts typical of offices, with frequent exposure to outside elements when conducting field inspections. Noise or physical surroundings may be distracting and working conditions can be very unpleasant during inclement weather conditions. The employee may be required to work beyond normal business hours to attend evening meetings, and in response to natural or man-made emergency events including infrastructure failures on a 24/7, 365 days per year basis.

**Nature and Purpose of Public Contact:** Employee has constant interaction with local, state, and federal government officials, community leaders and any other individuals to protect and promote the municipality's overall interest. Employees must possess a high degree of diplomacy and judgment. Duties require a well-developed sense of strategy and timing in representing the municipality effectively in critical and important situations that may influence the well being of the municipality.

**Occupational Risk:** Duties generally do not present occupational risk to the employee. Personal injury could occur, however, through employee failure to properly follow safety precautions or procedures. Examples of personal injuries include bruises from falls, cuts or burns, or muscular strains from lifting or carrying heavy equipment or materials. The employee is exposed to moving equipment and machinery as well as traffic often under extreme adverse weather conditions.

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**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.*

Develops and implements plans for the maintenance of public buildings and the construction, reconstruction, maintenance, cleaning, and repair of the Town's critical infrastructure relating to roadway, sidewalk, traffic systems and storm drainage systems. This includes pavement management programs, snow and ice control, maintenance and operation of cemeteries, athletic fields, management of public shade and ornamental trees and the Department's response to man-made or natural storm related emergencies.

Optimizes the use of resources to maintain the Town's Public Rights Of Way (ROW) in a state of good repair and open to the public for the safe passage of vehicular and pedestrian traffic. The responsibilities include the development of plans for the rehabilitation of sidewalks and roadways for the future application of Federal, State and Town funds. The incumbent oversees the construction and maintenance of storm drainage systems including the annual cleaning of catch basins, underground conduits, culverts, ditches and streams. The Director establishes priorities, reviews plans for reconstruction of the Public infrastructure, plans for its timely repair to minimize the risk of failure, and reviews plans and makes final determinations relative to the expansion or retraction of the existing systems.

Responsible for the development, presentation and administration of the Department's annual operating and capital budgets; develops and monitors the procedures and administrative systems required to ensure for the effective budgetary and operational management of department sponsored programs.

Responsible for the planning and allocation of financial resources and the recruitment of staff and/or contractors that are required to execute the various seasonal work plans by program in order to enable the effective operations of the Department within the abbreviated construction season of this geographic region. This includes the effective application and coordination of personnel, equipment, contractors and supplies. Plans for the procurement and disbursement of materials and supplies necessary to the operation of the Department and reviews the maintenance of detailed records pursuant to their use and application

Coordinates the maintenance and construction activities with other Town departments, contractors, consultants, state and federal agencies and the public. Ensures that working relationships and good rapport with town and state officials, department staff and the public is established and maintained through the accurate and timely communication of information.

Develops and periodically revises the Department's planned operational response to emergency storm events such as snow and ice storms, hurricanes, and flooding. The incumbent shall apply Geographic Information System (GIS) software to plan for the effective application of resources during both emergency and routine operations. Develops and maintains a comprehensive Incident

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Command Structure for the duration of each event that has significant impact to the general public safety. Maintains an adequate stockpile of materials and contract services, coordinate activities with other Town agencies, and provide adequate outlets for the dissemination of critical Public information. Supervise the Department's response to other weather related emergencies such as floods, hurricanes, tornadoes, and general windstorms.

Monitors the operation of the Department including the planning, scheduling, directing, inspecting, reviewing, and reporting of the work of subordinates and contractors engaged in the performance of Department functions.

Responsible for the instruction of Department staff in the appropriate customer service protocols and procedures, and for the training of equipment operators in the safe and effective operation of all motor equipment, and associated attachments assigned within the Division.

Prepares reports as required by the Town Administrator, Board of Selectmen and Advisory Committee in order to explain operational initiatives and to account for program expenditures. Prepare documents and maintain statutory records pursuant to the execution of State Aid project funding (MGL Chapter 90 & others), confers with Massachusetts Highway officials, and files necessary reports for the reimbursement of State Highway Aid funds.

Attends professional meetings, stays current with new construction standards, and maintenance practices, and construction materials. Makes appropriate changes to operations, maintenance and construction to incorporate better procedures, practices, and materials.

Attends training seminars and programs in order to maintain knowledge of state and federal regulations and municipal DPW operating practices and procedures as well as to maintain licensing or certification requirements of the position of DPW Director.

Coordinates activities and provides logistical support to the Police Department, Fire Department, and to the State Emergency Management Agency in response to local public safety emergencies.

Establishes training programs for department staff in order to maintain State and Federal certifications in the National Incident Management System (NIMS) and the Incident Command System (ICS)

Oversees the Department's Fleet Management Program as well as the acquisition of capital outlay equipment and supplies in support of department operations.

Prepares monthly and quarterly operational reports on the major activities of the Department and provide updates on critical activities to the Town Administrator and/or Board of Selectmen as requested.

Responsible for the development and coordination of the Department's snow and ice removal program.

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Oversees the collection and disposal of residential solid waste and recycling in accordance with Massachusetts DEP regulations.

**Recommended Minimum Qualifications:**

**Education and Experience:** Bachelor's Degree with specialization in civil engineering, business or public administration or a related field; more than ten (10) years of responsible experience with a minimum of five to seven (5-7) years in a supervisory capacity preferably in a full-service, municipal public works department; 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.

**Special Requirements:** Valid Class B Commercial Driver's License (CDL) with a hoisting License Class 2B or above. As a condition of employment, the employee is required to obtain a CORI background certification and to participate in the Town's Drug and Alcohol Testing Program; employee must obtain a CPR certification.

**Knowledge, Abilities and Skill**

**Knowledge:** Comprehensive technical and practical knowledge of municipal public works road construction and maintenance as well as building and grounds maintenance functions including the materials, equipment, methods and operating practices; thorough knowledge of municipal operating and capital budgeting techniques and practices; thorough knowledge of the materials methods and techniques relative to street/road, building construction and grounds maintenance; thorough knowledge of Massachusetts procurement requirements regarding the purchase of supplies, equipment and services; thorough knowledge of snow and ice removal, fleet maintenance, building maintenance, and grounds management and control techniques and operating practices; knowledge of specialized computer or technological applications in support of department operations such as GIS and other mapping software applications.

**Abilities:** 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 organize a large Department, to establish and maintain effective and harmonious working relationships with Town officials and departments and to motivate employees; the ability to deal with employees tactfully and effectively and to clearly define strategic goals and objectives of the Department as they relate to the day-to-day work of each employee; the ability to maintain effective public relations including Board and Committee members and disgruntled members of the public; ability to communicate effectively in written and oral form including the use of technology such as power point in order to make effective public presentations on the critical importance of the work performed in the maintenance and improvement of the Public infrastructure; the ability to prepare and administer budgets and to prepare financial reports; ability to delegate responsibility and work well with subordinates; the ability to understand the relationship between human, financial, and equipment resources to achieve the correct balance so that the day-to-day work may proceed in an efficient and effective manner.

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**Skill:** Effective management and leadership skills; skill in developing department operational and administrative policies and procedures to accomplish goals and objectives of the Town and the Department; imagination, innovation and judgment relating to the development and implementation of short and long-term planning and achievement of Town and department goals and objectives.

**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 Demands:** Work requires some agility and physical strength, such as moving in or about construction sites or over rough terrain, or standing or walking most of the work period. Occasionally, work may require the occasional lifting and carrying objects. There may be a need for the employee to kneel, crouch, twist, stretch, and reach in order to retrieve materials or equipment.

**Motor Skills:** Duties may involve assignments requiring the application of hand and eye coordination with finger dexterity and motor coordination. Examples include operating a motor vehicle under adverse weather and/or road conditions, using a personal computer, or climbing a ladder.

**Visual Demands:** Visual demands require the employee to constantly read documents for general understanding and analytical purposes; constantly review non-written materials such as instrumentation for analytical purposes and to constantly determine differences in colors.