

**TOWN OF PROVINCETOWN
DIRECTOR OF DEPARTMENT OF PUBLIC WORKS
NON-UNION – GRADE 14**

Definition:

Administrative, supervisory, and civil engineering work in planning, direction, and managing the operations of the Department of Public Work; all other related work as required.

Supervision:

Works under the policy direction of the Town Manager.

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.

Supervises, both directly and through subordinates, a department of approximately 45 full-time and part-time employees.

Job Environment:

Work is generally performed under typical office conditions; occasional exposure to variable outdoor weather conditions and hazards associated with construction sites.

Operates computers and standard office equipment.

Makes frequent contacts requiring perceptiveness and discretions with other town official, 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.

Errors in administrative decisions could result in lower standards of service, sub-standard 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.

Essential Functions:

Plans, directs, and administers all aspects of the Department of Public Works, including the Highway, Water, Sewer, Engineering, Cemetery, Building and Grounds, and Sanitation and Solid Waste Recycling divisions; formulates, 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; oversees management of departmental finances; administers all near and long term planning; maintains department records and correspondence.

Reviews all major engineering, design and construction projects for the department; oversees engineering services and other technical assistance to all other town departments engaged in capital projects as required.

Coordinates preparation of division budgets and short and long range capital expenditure programs; presents annual budget to Town Manager for approval; reports to the Town Manger and Board of Selectmen as required.

Oversees the planning, design and operation of the sewer treatment and collection system, water treatment and distribution system, storm drainage systems, road construction and improvements, winter maintenance, cemetery maintenance, public buildings and grounds maintenance projects, equipment maintenance, and various special projects of a public works nature.

Provides engineering assistance to other Town departments; prepares property plans, easement plans, and engineering construction drawings.

Oversees the competitive bidding process to ensure compliance with applicable regulations; prepares construction specification; prepares requests for proposals for engineering services; reviews bid proposals and interviews prospective contractors and consultants; monitors and evaluates contractual services for compliance with specifications and applicable conditions.

Represents the department at a variety of different meeting both within and outside of the Town system; handles all media questions on behalf of the department; and is in frequent contact with county, state, and federal agencies to endure compliance with all laws and regulations affecting the work of the department.

Obtains state and federal grants and loans for DPW projects and purchases.

Act as tree warden in the absence of a permanent and qualified tree warden. Uphold and enforce Provincetown general bylaws chapter 16 and M.G.L ch. 87.

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

RECOMMENDED MINIMUM QUALIFICATIONS

Education and Experience:

Bachelor of science degree in civil engineering or similar major; ten years progressively responsible experience in municipal public works construction, maintenance, and engineering, five of which are in a supervisory capacity as a licensed professional engineer is preferred; or any equivalent combination of education and experience.

Knowledge, Ability and Skill:

Comprehensive technical and practical knowledge of the materials, methods and techniques relative to public works projects and issues; through knowledge of public works financing and administration; thorough knowledge of computer applications in engineering design and drafting, work processing, data collection, and spreadsheets.

Ability to plan, assign and supervise the work of groups of employees engaged in variety of public works construction and maintenance operations. Ability to maintain good public relations. Ability to communicate effectively orally and in writing.

A license as a Registered Professional Engineer in the State of Massachusetts is preferred; Massachusetts Class D Driver's license required.

Physical Requirements:

Minimal physical effort generally required; work may require employee to traverse rough or uneven territory when overseeing departmental activities; ability to operate a keyboard.