

TOWN OF HOLBROOK
SUPERINTENDENT OF PUBLIC WORKS

Job Description

Overview: The Superintendent of Public Works has overall responsibility for the following functions: Highway Operations, Water and Sewer, Street Lights, Parks and Fields, and Solid Waste. The Superintendent formulates, develops and recommends departmental policies, projects, and procedures; implements and administers policies and directives of the Board of Selectmen; and supervises assigned personnel to carry out the goals and programs of the department.

Supervision: Works under the supervision and direction of the Board of Selectmen and reports administratively to the Town Administrator. Supervises a department of 12 full time employees.

Specific Job Requirements:

- Prepares department budgets and short and long-range capital expenditure programs; supervises department payroll and accounts payable
- Responsible for the maintenance and repair of all Town roads and for the removal of snow and ice from Town roads during winter months; maintains signs, street lights, and storm drainage system
- Works with the Planning Board; acts as engineering expert to insure compliance on various planning related projects
- Serves as the Town Representative on the Joint Water Board and attends all joint water and Tri-Town Board meetings. Serves as subject area expert for the Town relative to Tri-Town water projects
- Responsible for the Town's water and sewer infrastructure. To include; maintenance and improvement of the Town's sewer network which includes numerous pumping stations; all water lines and storage tanks
- Responsible for the compliance of all water, sewer and storm water regulations
- Manages the Department's personnel; makes recommendations on discipline, hiring and firing to the Board of Selectmen; handles all labor relations, training, staffing, and evaluation of employees; maintains departmental records and correspondence
- Supervises the building, grounds and equipment of the Public Works Department and makes provisions for necessary maintenance, alterations, new construction and replacement as required; oversees the maintenance of all DPW trucks and heavy equipment
- Responsible for Town Street Lights, maintenance of Town Parks and Fields

- Oversees the competitive bidding process for DPW projects 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. Works closely with the Town Administrator (Procurement Officer) on procurement matters
- Explores potential grant funding relative to DPW related projects, water, sewer and storm water projects. Coordinates with the Town Administrator to apply for grants and administer grants
- Performs other similar or related work as required or as situation dictates.

Required Education and Experience: Eight years' experience in public works or related field, including four years of management experience or an equivalent combination of education, training and experience. Bachelor of Science Degree in Civil Engineering is highly preferred.

Knowledge, Ability and Skill

Knowledge: Comprehensive technical and practical knowledge of the materials, methods and techniques relative to public works projects and issues. Knowledge of departmental budgeting and financial management. An ability to understand and analyze engineering maps and be able to effectively partner with hired engineering firms to ensure expected results in a cost effective way. Detailed knowledge of the physical characteristics of the town and its roads and water systems. Thorough knowledge of the materials, methods and techniques relative to equipment maintenance.

Ability: 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 favorable public relations. Ability to communicate effectively orally and in writing.

Skill: Skill in developing policies and procedures to accomplish goals and objectives.

Physical Requirements: Minimal physical effort generally required. Ability to operate a keyboard. Work requires frequent standing and walking and the operations of a passenger automobile. Vision and hearing well within "normal ranges" May be required to stoop, kneel, climb or balance when inspecting a construction site. May be required to lift materials or equipment weighing up to 60 pounds.

(This job description does not constitute an employment agreement between the employer, as the needs of the employer and requirements of the job change)