



Holbrook
MASSACHUSETTS



A full detailed job description can be found at:

<https://www.holbrookma.gov/human-resources/pages/employment-opportunities>

Interested candidates should submit a resume and cover letter to
holbrook@capital-strategic-solutions.com

TOWN OF HOLBROOK, MA

Career Opportunity

Director of Public Works/Superintendent

Join Our Team and Help Shape the Future of Holbrook
The Town is seeking a professional
Director of Public Works/Superintendent

Are you an innovative and motivated professional looking for a position that will help make a difference? Would you like to be part of a team and community that is driven to improve the lives and well-being of its residents? The Town of Holbrook is searching for a Director of Public Works/Superintendent to lead a team of highly dedicated workers into the future and bring to the town expertise and experience in managing its vital public infrastructure. As a Senior Manager with the Town, this position will join other dedicated employees and members of the community in their mission to consistently improve services and make a difference in for those that live, work and visit the Town of Holbrook.

WHY HOLBROOK?

On the cusp of a social renaissance, Holbrook officials are highly focused on making significant improvements in the quality of life of its residents as they embark on initiatives aimed at increasing community engagement and building a stronger sense of community identity and pride. The Director of Public Works/ Superintendent will play a crucial role in these efforts and will have a direct hand in shaping the community and its future.

The Holbrook Department of Public Works is highly respected and supported by town leaders and known for having a driven, talented and dedicated workforce. Offering a competitive salary and comprehensive benefits package coupled with an engaging and supportive work environment, makes this position the perfect fit for someone with a strong desire to serve the public and contribute to the wide scale improvements taking place in a community that truly cares. If you are interested in being part of a team dedicated to the town's growth, safety and wellbeing – we would love to hear from you!





KEY RESPONSIBILITIES

- Develop and implement strategic plans to improve efficiency and effectiveness of public works services.
- Oversee the planning, design, and construction of public infrastructure projects.
- Manage departmental budget, ensuring fiscal responsibility and allocation of resources for optimal service delivery.
- Foster a culture of safety, professionalism, and respect within the department.
- Engage with the community and stakeholders to understand and address public works concerns.
- Collaborate with other town departments and external agencies to coordinate public works efforts.
- Lead, motivate, and develop public works staff to achieve departmental goals.

PREFERRED QUALIFICATIONS

- Bachelor's degree in civil engineering, public administration, or a related field; 7-10 years of progressively responsible administrative and supervisory experience in the field of public works; or an equivalent combination of education and experience.
- Thorough knowledge of the methods, processes, techniques, tools, and equipment that are used to maintain and reconstruct the various elements of the public infrastructure. Ability to read and interpret plans, specifications, diagrams, as built and proposed rehabilitation plans.
- The position will require technology literacy as the department moves toward technology-based operation. A working knowledge of standard computer programs including Microsoft Office is also required.
- The ability to exercise tact diplomacy and confidentiality are essential to this position. Excellent customer service and interpersonal skills are required. The incumbent shall have the ability to communicate effectively in writing and orally in public.
- Valid Class D Motor Vehicle License, CDL License preferred
- Licensed Registered Professional Engineer and/or Hoisting License desirable.

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The Town of Holbrook is an Equal Opportunity/Affirmative Action Employer. Race, color, religion, age, sex, disability, marital or veteran status, national origin, or any other status/category protected by law are not factors in employment, promotions, compensation or working conditions.

TOWN OF HOLBROOK

JOB DESCRIPTION



Director of Public Works/Superintendent	Department of Public Works
FLSA STATUS: EXEMPT	SALARY: UP TO \$120,000 BASED ON EXPERIENCE
NON-UNION POSITION	EFFECTIVE DATE: TBD

POSITION PURPOSE

The Director of Public Works/Superintendent is responsible for managing and overseeing the staff and resources needed to effectively maintain the town's public infrastructure. This includes the proper maintenance and management of the town's roadways, drainage/stormwater systems, public trees, cemeteries, town buildings and grounds, public works vehicles and equipment. This position has direct responsibility for the management, operation, and supervision of the functions of the Department of Public Works and serves as a senior executive level manager within the Town's government. The Director is subject to recall to duty at any time in response to emergency conditions.

ESSENTIAL FUNCTIONS:

- Develops and implements plans for the construction, reconstruction, maintenance, cleaning, and repair of the Town's public infrastructure. Manages the operation of the Department including the planning, coordination, direction, and reporting on the work of subordinates and contractors engaged in the performance of Department functions.
- Completes performance evaluations for employees in a critical comprehensive format that encourages personal initiative, develops their critical job skills, and progressively identifies strengths and weaknesses in their overall performance.
- Coordinates the maintenance and construction activities with other town departments, contractors, consultants, state and federal agencies and the general public. Ensures that working relationships and good rapport are established and maintained by the accurate communication of information with courtesy and prompt response to complaints.
- Develops and maintains the Department's planned operational response to emergency storm events such as snow and ice storms, hurricanes, tornadoes, flooding, and other weather-related events. Manages the effective application of resources during both emergency and routine operations.
- Collaborates with various federal and state regulatory agencies to ensure the Town of Holbrook's compliance with all applicable rules and laws. Maintains environmental compliance at all DPW facilities.
- Accountable for the effective expenditure of the Department's annual operating budget, as well as oversight over all capital projects related to Public Works' equipment and infrastructure. Manages and oversees all department expenditures including payroll, accounts payable and contracted services.
- Oversight responsibility for the management of funding derived from other Federal, State and local resources including legislatively earmarked funds, State Chapter 90 funds and grant funds from various sources.

TOWN OF HOLBROOK

JOB DESCRIPTION



- Develops reports as required by the Select Board and Town Administrator in order to explain operational initiatives and to account for program expenditures.
- Plans the procurement and disbursement of materials and supplies necessary for the operation of the Department and reviews the maintenance of records pursuant to their use and application.
- Schedules and provides supervision, guidance, and training for regular and seasonal department personnel. Assists in recruitment and hiring of employees; prepares and conducts performance evaluations and recommends other personnel actions.
- 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 use of all equipment.
- Reviews submittal requests from utility companies, private contractors, and private homeowners for work in or near public ways, including serving as the Trench Permitting Officer.
- Maintains control and integrity of the town's fuel supply, including monitoring of access and usage of the Town's fuel depot.
- Responsible for the care and maintenance of non-school town owned buildings, including custodial services, routine inspections, development and implementation of a facilities maintenance plan. Responsible for the maintenance of all town owned land.
- Oversees inventory control processes within the Department of Public Works, ensuring accurate tracking, valuation, and reporting of materials, tools, and equipment necessary for the effective and efficient operation of public works projects and maintenance activities. Responsibilities include implementing robust inventory management systems, conducting regular audits, and developing policies to minimize waste and optimize resource allocation.
- Attends professional meetings, stays current with new construction standards, maintenance practices and construction materials. Implements appropriate changes to operations, maintenance and construction to incorporate better procedures, practices, and materials.
- Attends and presents information at meetings of various town boards and committees, including Town Meeting.
- Performs any and all other duties relative to the proper administration and operation of the Public Works Department as may be assigned and shall be available for recall at any time in case of emergency or other urgent need.

SUPERVISION:

Works under the policy direction of the Town Administrator, with considerable latitude for independent judgment and action. The Superintendent of Public Works may consult with the Town Administrator on issues relating to policy and planning but works independently in supervising the overall technical and day-to-day

TOWN OF HOLBROOK

JOB DESCRIPTION



operations of the department.

Supervises and directs all functions of the department including responsibility and supervision of all full-time and seasonal employees, as well as consultants and contractors. Performs complex duties requiring a high level of initiative and independent judgment. Responsible for the direction, training and motivation of personnel.

JOB ENVIRONMENT

The Director/Superintendent is based in the Public Works Department office, with regular site visits to various project locations throughout the community. This role involves both office-based work (including planning and administrative tasks) and fieldwork that requires physical presence at project sites. This position is exposed to variable outdoor weather conditions and hazards associated with construction sites and public works projects.

Regularly operates typical office equipment, light trucks, heavy equipment, and tools. Frequent contact is required with employees, town officials, boards and commissions, state and federal agencies, vendors, engineering consultants, attorneys, and the general public. Has direct access to confidential information. Errors in judgement can have far reaching effects on the Town's ability to deliver services and/or serious impacts on public health and safety, as well as significant financial implications to the Town.

The position is expected to be on-call and available to respond to emergencies and disasters 24 hours a day, 7 days a week. Attendance at night meetings with town boards, committees and stakeholders is also required.

RECOMMENDED MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE:

- Bachelor's degree in civil engineering, public administration, or a related field; 7-10 years of progressively responsible administrative and supervisory experience in the field of public works; or an equivalent combination of education and experience.
- Thorough knowledge of the methods, processes, techniques, tools, and equipment that are used to maintain and reconstruct the various elements of the public infrastructure. Ability to read and interpret plans, specifications, diagrams, as built and proposed rehabilitation plans.
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ADDITIONAL REQUIREMENTS:

Valid Class D Motor Vehicle License, CDL License preferred. Licensed Registered Professional Engineer and/or Hoisting License desirable.

TOWN OF HOLBROOK

JOB DESCRIPTION



KNOWLEDGE, ABILITY AND SKILLS

KNOWLEDGE: Understanding of civil engineering, construction management, and infrastructure maintenance principles. Knowledge of project management practices and principles, including budgeting and scheduling. Familiarity with federal, state, and local environmental regulations and policies. Understanding of public sector administration, management, policy formation, and human resources management. Knowledge of workplace safety, OSHA requirements, and risk management in the context of public works projects and operations.

ABILITY: Ability to lead, motivate, and manage a diverse team of professionals and workers. Strong verbal and written communication skills, capable of effectively presenting information to the public, elected officials, and other stakeholders. Competence in developing and managing budgets, ensuring financial accountability, and optimizing the use of resources. Ability to develop and implement strategic plans that align with the town's goals and objectives.

SKILLS: Ability to resolve conflicts among staff, contractors, and the public in a constructive manner. Skilled in critically assessing situations, identifying potential problems before they occur, and devising effective solutions. Ability to engage with the community, understand public concerns, and communicate the department's initiatives effectively. Proficiency in computer skills and applications including Microsoft Office.

PHYSICAL REQUIREMENTS:

The position requires work in various locations including a traditional office, public buildings and construction sites, with varying noise levels. 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. Work may require employee to traverse rough or uneven territory when overseeing departmental activities. Employee may occasionally lift and/or move objects weighing up to 100 pounds, and may spend a large portion of their shift walking and/or standing. Vision and hearing at or correctible to normal ranges is required.

NOTE: *the essential functions or duties listed herein are illustrations of the type of work that is 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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.*