

**TOWN OF MAYNARD  
POSITION DESCRIPTION**

**Title:** DPW Operations Manager

**Department:** Department of Public Works (DPW)

**Appointing Authority:** Board of Selectmen (BOS)

**Affiliation:** Non-Union

**Updated:** 7/31/12

**Summary of Duties**

Professional, technical, administrative, and supervisory work in planning, directing, managing and controlling the operations of the Department of Public Works (DPW) including oversight of Water Division and Waste Water Division; all other related work as required.

**Supervision Received**

Reports to and works under the general “day-to-day” operational and administrative direction of the Town Administrator. Performs complex functions requiring the exercise of broad discretion and considerable independent judgment in planning, directing, and overseeing of the operation and maintenance of all Public Works responsibilities. Those department responsibilities include, but are not limited to, the following: parks, streets, sidewalks, cemetery, and public structures (i.e. municipal parking deck, public parking lots, DPW Garage) care and maintenance. The Superintendent receives direction from the Town Administrator on non-routine matters as necessary. The Superintendent will act by, for and under the policy direction of the BOS in carrying out the responsibilities and in exercising the authority entrusted to said position.

**Supervision Exercised**

As a managerial and confidential employee he/she would supervise either directly, or through designated managers and foremen, all regular full-time and part-time DPW

employees, including seasonal and contracted staff. The supervisory role would include office staff and all related department afore mentioned in this description.

### **Job Environment**

Office work is performed under typical office conditions; frequent exposure to variable outdoor weather conditions and hazards associated with outdoor projects and facilities; required to attend meetings or direct field operations during non-business hours.

Operates departmental equipment such as vehicles, power tools and diagnostic equipment; also operates a personal computer and standard office equipment.

Makes frequent contact with the general public, other Town officials, state and regional government agencies, contractors and vendors; contacts are in person, by phone or in writing and involve discussing complex information; resolving service requests. Close cooperation, coordination and collaboration may be required with Town Boards and other Town departments due to overlapping projects and jurisdictions.

Has access to Department-related confidential information; has access to Department personnel files.

Administrative decisions should be result in high standards of service, quality construction and facilities, and improved maintenance programs, and enhance public safety. All financial decisions should avoid excessive costs and be compliant with state and Town of Maynard policies.

### **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.*

In accordance with applicable general and special law, by-law and vote of the Town manages, directs, plans, organizes and controls all operations (including, but not limited to, road and bridge engineering, maintenance and construction; fleet maintenance; park, athletic fields, playground maintenance and construction; cemetery operations; snow and ice operations; water treatment and distribution; solid waste disposal and recycling; permitting, road drainage systems) and administration (including but not limited to budget and financial management, procurement, employee relations, union contract adherence, personnel administration, insurance and risk management) of the DPW.

Evaluates Public Works needs to deliver effective and cost-effective services; implements the goals and objectives as established with the Town Administrator for the

Superintendent and the DPW, which shall be consistent with the policies of the BOS; recommends long-term and short-term strategic plans to attain goals, has oversight for both short-term and long-term DPW planning. The Superintendent must develop a ten (10) year capital plan with annual updates.

Recommends, develops and implements DPW policies; formulates operating procedures; determines priorities and assesses progress, directs work-related functions generally through subordinate supervisory personnel.

Acts as the liaison with and represent the DPW before state, federal and regional authorities; ensures compliance with local, state and federal laws and regulations.

Serves as the DPW public information officer in responding to suggestions, complaints and criticisms.

Annually prepares, recommends and submits both operational and capital (including but not limited to vehicles, equipment, materials, repairs, parks, athletic fields, playgrounds and technology) budgets to the BOS for its review, and to the Town Administrator for subsequent recommendation to the Finance Committee, manages approved budgets to ensure operations are within guidelines; periodically advises the Town Administrator and the BOS on the status of budgetary overages/shortages; develops and implements DPW fiscal controls.

Advises the Town Administrator, BOS and other Town boards and officials on the technical aspects of DPW initiatives and programs; makes recommendations as appropriate. Will be required to create and update a strategic plan.

Oversees all preparation aspects of plans and specifications for bid packages and advertising; analyzes bids and awards contracts; manages awarded contracts; oversees contracted work and interacts with contractors to ensure completion and adherence to specifications and budgeted guidelines.

Applies for and administers DPW grants; prepares reports and documents as required; maintains DPW records and plans as required.

Maintains cooperative relationships with all Town departments for purposes of enhancing efficiency, productivity and morale.

Subject to ratification by the Town Administrator or his/her designee, appoints, disciplines, suspends, demotes, transfers or terminates DPW supervisory or managerial personnel; hires, promotes, disciplines, suspends, demotes, transfers or terminates all other DPW personnel; all such actions shall be taken in accordance with all applicable

laws, collective bargaining agreements, personnel by-laws and personnel practices and policies.

Directs, leads, motivates, assigns work, schedules, and provides overall supervision and training for DPW personnel; makes recommendations on appropriate staffing levels; is responsible for recruitment of personnel in conjunction with the Town Administrator reviews and evaluates work and performance; is responsible for the implementation and administration of union contracts in concert with the Town Administrator. May be requested to serve as a member of the Town's negotiating team for the purpose of collective bargaining.

Is responsible for developing, recommending and implementing departmental policies, methods and procedures affecting operations in compliance with federal, state and local laws, regulations and by-laws and collective bargaining agreements; formulates operating procedures; determines priorities and assesses progress. The Superintendent will be responsible to develop and coordinate all staff professional development, including updated required certifications and licensures required by law or contract.

Stays abreast of legislative, technical and professional developments within the DPW jurisdiction through continuing education, professional associations, seminars, forums, etc; shares relevant knowledge with staff and Town officials. Will participate in relevant trainings as instructed by the Town Administrator.

The Superintendent participates regularly in the Town's Local Emergency Planning Committee, Green Communities Committee and ad hoc boards or committees as directed and performs similar or related work as required or as situation dictates.

### **Recommended Minimum Qualifications**

#### **Education:**

Bachelor's Degree in civil engineering or a related field; Master's Degree in Management, Public or Business Administration preferred, other relative experiences and disciplines may be considered.

#### **Experience:**

Six (6) years of progressively responsible, broadbased experience in public management and administration, of which five (5) years is in a management position.

#### **Substitutions:**

An equivalent combination of education and experience.

#### **Licenses/Certificates:**

Must possess a valid driver's license; CDL class A or B preferred.

Massachusetts registration as a Professional Engineer (PE) preferred.  
Other relevant licensures and certifications will be considered.

**Knowledge, Abilities and Skills**

Working knowledge of civil engineering principles, practices and methods as applicable to construction and maintenance of roadways and bridges in a municipal setting.

Working knowledge of parks, athletic field and playground construction and maintenance in a municipal setting.

Working knowledge of public water system treatment and distribution principles, construction and maintenance in a municipal setting.

Working knowledge of solid waste disposal and recycling principles, practices and methods as applicable to a municipal setting.

Considerable knowledge of / experience with state bidding practices and use of state contracts.

Working knowledge of environmental health and safety relevant to DPW operations.

Knowledge and ability to interpret and develop plans and specifications utilizing relevant computer applications.

Demonstrated ability to manage a variety of responsibilities under variable conditions.

Ability to lead, motivate and direct a diverse workforce.

Demonstrated ability to manage complex technical and administrative duties requiring independent judgment.

Ability to interpret and apply federal, state and bylaw rules and regulations as applicable to DPW activities.

Ability to maintain effective working and professional relationships with employees, officials, contractor, vendors and the general public.

Ability to communicate effectively, both orally and in writing.

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

Demonstrated organizational, planning and financial skills.

### **Physical Requirements**

Moderate physical effort required in performing work. Occasionally required to move (push, pull, lift or carry) objects weighing up to 50 pounds. Requires good close, distant, and peripheral vision, and depth perception. Ability to lift heavy objects and to occasionally perform some strenuous work under varying weather conditions.

*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.*