

**Town of Gloucester
Position Description
Director of Public Works**

Position summary:

This position is responsible for the Department of Public Works, including management and supervision of the department, direction of its activities, and development and implementation of policies and procedures relating to roads, bridges, engineering, public parking lots, solid waste disposal, construction and maintenance of buildings, grounds, public parks, playgrounds, beaches and recreational facilities and may provide certain services to the School Department as requested. It is responsible for carrying out the policies and directives of the Gloucester Town Council while insuring compliance with Federal, State, and Town Laws, Regulations and Ordinances. This is a responsible, supervisory position that serves at the pleasure of and reports to the Gloucester Town Council.

Principal duties and responsibilities:

The following are illustrative of the duties and responsibilities associated with this position and are not intended to be all-inclusive.

1. Plans, organizes, prioritizes, schedules, assigns and supervises, and participates and maintains administrative oversight in department work and maintains appropriate records of work performed. Prepare plans and specifications, including design and cost estimates for work as needed.
2. Supervise department staff, contractors, subcontractors, and consultants. Responsible for department personnel activities and discipline.
3. Responsible for the safety of all department personnel. Coordinate the risk management and safety programs related to the department.
4. Responsible for the construction, maintenance and repair of Town buildings and facilities.
5. Responsible for purchasing/procurement, repair and maintenance of Town vehicles and equipment.
6. Responsible for construction and maintenance of Town roads, bridges, culverts, drains and infrastructure.
7. Responsible for disposal of Town refuse (trash and recyclables) including operation and maintenance of Town Transfer Station.
8. Responsible for snow removal and ice control (Town roads and facilities) and winter maintenance of Town roads & facilities, and other emergencies such as downed trees on Town roads. Time spent outside the normal workday for snow removal, ice control, and emergencies is eligible for compensatory time.
9. Responsible for maintenance of Town parks and recreation areas.
10. Provide and/or coordinate professional engineering services as needed to the Town's regulatory bodies, including Planning, Zoning and other boards, commissions and officials.

Principal duties and responsibilities (continued):

11. Prepare annual budget (operations and capital) request for the department and submit to the Town's Budget Board. Administers and expends appropriated funds for the department within budgetary limits.
12. Research, writes, and submits bid specifications.
13. Maintains contact with a variety of State and Federal agencies and serves as the Town's liaison with those agencies on matters pertaining to the department's operation.
14. Promotes and maintains professional relationship with the public/community. Receives and responds to inquiries, complaints and requests for information from the public.
15. Attend Town Council meetings. Attend other meetings (e.g., Safety Commission, Planning Board, etc.) as necessary. The Director of Public works is a member of the Technical Review Committee, the Road Committee, and Safety Commission. Attendance at meetings is not eligible for compensatory time.
16. Assist with Independence Day parade and fireworks activities, including set up and cleanup.
17. Perform other duties and assume other responsibilities, including special projects, as assigned.
18. Be on call 24 hours per day.

Knowledge, Skills and Abilities:

1. Construction knowledge - including principles, methods, practices and techniques of maintenance and repair pertaining to buildings and grounds, roads, bridges, site work, and utilities and equipment and materials used.
2. Knowledge of tools and equipment, including their maintenance and repair, used in Public Works.
3. Considerable knowledge of the occupational hazards and safety procedures and precautions associated with Public Works operations.
4. Knowledge of waste disposal and recycling operations.
5. Ability to effectively plan, schedule, direct and supervise work and projects under diverse operating conditions. Ability to prioritize assignments to utilize personnel and equipment to its maximum effectiveness. Ability to work on differing tasks simultaneously and to complete assignments on a timely basis.
6. Knowledge and experience in purchasing.
7. Ability to read and interpret plans, specifications, blue prints and technical sketches.

Knowledge, Skills and Abilities (continued):

8. Ability to keep accurate records and prepare accurate, pertinent and appropriate reports.
9. Ability to understand and follow oral and written instructions.
10. Ability to communicate (written and verbal) effectively. Must possess professional and proficient telephone skills.
11. Ability to establish and maintain effective and professional relationships with other employees and the public.
12. Ability to lead, manage and supervise employees, including evaluating job skills, establishing goals and objectives, evaluating performance and administer discipline.
13. Must be a self starter, resourceful with the ability to reason, problem solve and think creatively.
14. Ability to work independently (effectively) and to exercise sound and appropriate judgement with ethical and moral judgement and tact.
15. Working knowledge of general office practices and procedures.
16. Ability to sit in a vehicle for extended times and to travel outside of the Town and State.
17. Ability to perform inspections in the field and on construction sites.
18. Ability to carry equipment required to perform the job.
19. Ability to climb different types of terrain and to enter drainage structures, trenches, and undisturbed terrain.

Training and experience:

1. High school graduate or equivalent, including vocational courses in the mechanical trades; at least five (5) years of progressive and broad experience in Public Works operations, including senior management supervisory experience; or any combination of experience and training which provides the preferred knowledge, skills and abilities.
2. Knowledge of OSHA and other regulatory and safety regulations.
3. Previous experience in government employment desirable.
4. Computer skills, including Word and Excel. Proficiency with road management software is desirable.
5. Must possess a valid driver's license.

All applicants are subject to a Bureau of Criminal Identification (BCI) background check

