



## ***TOWN OF HARVARD PUBLIC WORKS DIRECTOR***

### **Definition:**

Administrative and supervisory work related to directing the public works operations for the Town of Harvard.

### **Distinguishing Characteristics:**

Works under the general direction of the Board of Selectmen through the Town Administrator. Works under the general direction of other elected officials as agreed upon in order to provide a particular public works operation. Final responsibility is to the Board of Selectmen.

Performs a variety of complex and highly responsible duties requiring the exercise of considerable judgment in supervising the operation of various public works operations, in particular the Highway Department.

Responsible for recommending to the Board of Selectmen strategies for the best long term approaches to delivering required services to the town within said areas of responsibility.

Responsible for long term management and care of assets and resources under DPW control

Supervises approximately a dozen full-time employees.

Makes frequent contact with all Town departments, local officials, relevant state officials and bureaus, and vendors.

Has access to confidential information resulting from union negotiations, pending litigation, and personnel records.

Errors could result in lower standards of public safety, danger to public health, monetary loss to the Town, and a reduction in Town services.

Moderate physical effort required in performing work under office, shop, and field conditions, with some exposure to bad weather and hazardous conditions during emergencies.

### **Examples of Work:**

Plans, directs and supervises the operation, maintenance, and construction work of the Highway Department to provide an adequate maintenance of roads and drainage systems, proper maintenance of equipment and facilities, and snow removal of that system.

Plans, directs, and supervises the operation and maintenance of the Transfer Station and recycling facility to provide proper disposal of solid waste and recyclable materials. Files required reports with State regulatory agencies.

As requested by the appropriate authority, directs, and supervises the operation and system maintenance of the Water Department, Cemetery Department, Pond Committee, Conservation Commission, Elm Commission, Tree Warden, Playgrounds and Recreation Fields, Town Common, and School Grounds. Meets with the respective boards periodically. Assists the appropriate authority, as requested, in planning the operations of the respective departments.

Plans, directs, and supervises the operation and maintenance of the Town's (non-School Department) buildings. Manages building custodians and hired contractors. Develops an effective maintenance and capital investment plan for Town buildings.

Serves as the Town's water operator or otherwise delivers that service to the town. Files necessary reports with State regulatory agencies.

Develops and maintains records on the public roads systems and projects related to his duties.

Serves as an effective leader of the public works department. Directly or through appropriate delegation, assigns members of the departments to shifts and establishes daily routines. Develops a professional organizational structure for the Department. Establishes a routine of daily duties to be performed by employees. Designates an employee to serve as supervisor in his absence. Is responsible for the necessary delegation of authority to those under his supervision, commensurate with their duties and responsibilities.

Is responsible for the preparation and justification of an annual departmental budget. Operates the department within the budgetary constraints. Maintains a departmental personnel record system in which shall be kept all pertinent information on all departmental employees. Responsible for the requisition, purchase, and maintenance of equipment and supplies.

Submits an annual report to the Board of Selectmen outlining the activities of the Department. Supervises the maintenance of all records and accounts. Submits all reports required by State County and Federal entities.

Plans and supervises the training of subordinates; develops or adopts new techniques to improve effectiveness. Enlists the suggestions of members and employees of the Department to ensure maximum relevance and acceptance of all departmental regulations. Promulgates and issues policies, procedures, and direction, written and oral, covering all departmental functions not inconsistent with his/her powers, duties and responsibilities. Keep himself/herself informed as to the affairs of the Department, ensuring that the duties and responsibilities of members and employees are being properly discharged. Performs regular performance evaluations of all employees. Provide for investigation into all cases of alleged or apparent misconduct by departmental personnel. Assigns, details or transfers any member or employee of the Department to or from any area, function or assignment whenever he shall deem such action to be in the best interest of the efficiency, discipline, or morale of the Department. Determines disciplinary action as required.

Administers the driveway connection regulations of the Town. Where necessary, conducts studies as to the effect of traffic, safety, and other factors covered by the regulations.

Working with the Planning Board, Board of Appeals, or the Board of Selectmen reviews site plans, subdivision plans and other plans having effect on the infrastructure of the Town.

Designs, develops, and maintains public systems, buildings, land, and roads. Analyzes and advises where requested.

Provides general liaison support to the Conservation Commission, Board of Health, Planning Board and Board of Appeals on behalf of the Board of Selectmen. Acts as liaison with community development boards and committees and the Board of Selectmen on designated projects. Ensures proper communication and cooperation with these boards.

## **RECOMMENDED MINIMUM QUALIFICATIONS**

### *I - Education and Experience*

Bachelor's degree with a concentration in management and 7 years of public works experience in a progressively responsible capacity, including 3 years of management responsibility; or any equivalent combination of education and experience.

### *II - Knowledge, Ability, Skill*

Thorough knowledge of public works functions.

Ideally possess and maintain a CDL Class B license and the necessary Massachusetts certifications to operate a drinking water supply facility.

Ability to meet and deal with people appropriately and effectively.

Must be able to communicate effectively orally and in writing.

Ability to lead and supervise subordinates.

Grade: 12

Approved 12/27/89

Updated 9/95 & 02/06