



Deputy DPW Director

The Town of Holliston is seeking applicants for the full time position of Deputy DPW Director. This is a leadership position reporting to the Director of Public Works.

The Deputy Director provides division level management, supervision and administration of the daily operations of the Highway and Water Divisions including Grounds, Transfer Stations, and Equipment/Vehicle Maintenance.

The Deputy Director is responsible for staffing, scheduling, motivating and performance management of the Highway and Water Departments. The Deputy Director directly interfaces with contractors, other Town departments and the public. Responsible for the timely and accurate preparation of records, the annual division budget and all related recordkeeping. The Deputy DPW Director's oversight of the Water Department will not include day to day operations but rather, oversight of personnel and emergency situations in the absence of the DPW Director.

The successful candidate will have a working knowledge of the principals and practices of public works management as well as technical and practical knowledge of the materials, methods and techniques related to public works project management.

Bachelor's degree in public works management, civil engineering, public administration or related field is preferred. Professional Engineer desirable. 5 year of experience in public works related experience such as water operations, construction, park maintenance, road design/maintenance or snow and ice maintenance preferred. Will consider a combination of education and experience. Supervisory or management experience required.

Please see the job description on the Town website for further detail.

Pursuant to the Town's Consolidated Personnel By-Laws, this position is classified as Grade M3, and the salary range is \$74,000 - \$91,066 annually depending on experience and qualifications. This is a full time, benefit eligible position at 40 hours per week.

Please e-mail your **application and resume** to Cheryl Houle at [houlec@holliston.k12.ma.us](mailto:houleec@holliston.k12.ma.us). Applications can be found on the Town website. Applications may also be dropped off at Town Hall in the Treasurer's Office.

Position will remain open until filled.

The Town of Holliston is an EOE/AA.

TAX COLLECTOR / TREASURER OFFICE
TOWN HALL, 703 WASHINGTON ST., P.O. BOX 6737, HOLLISTON, MASSACHUSETTS 01746-6737
TEL: 508-429-0602 FAX: 508-429-0632
Website: www.townofholliston.us