



**TOWN OF HOLLISTON
JOB DESCRIPTION**

JOB TITLE:	DEPUTY DPW DIRECTOR	DATE:	08/02/2021
DEPARTMENT:	HIGHWAY DEPARTMENT	GRADE:	M3
REPORTS TO:	DPW DIRECTOR	FLSA:	EXEMPT

POSITION PURPOSE:

Provides division level management, supervision and administration of the Highway and Water Divisions along with Grounds, Transfer Station, and Equipment/Vehicle Maintenance.

ESSENTIAL FUNCTIONS:

Duties include but are not limited to, management of the daily operations of the Public Works Department. This includes being involved with highway field operations, snow plowing and removal, street maintenance, grounds maintenance, storm drainage, signs, traffic signals, vehicle maintenance, highway garage, recycle center (transfer station), emergency operations, capital planning and general oversight ensuring compliance with all local, state and federal regulations. Evaluates the efficacy of highway operations and initiates corrective action when needed. Oversees and organizes the annual Mill/Overlay Program including developing specifications, bid preparation, public notice, and budget tracking. Responsible for all aspects of managing DPW staff including performance evaluations, discipline and training. Coordinates, administers and inspects work for permits such as driveway permits, road openings and municipal storm water infrastructure inspections. Assists in the preparation of the department operational and capital improvement budget and monitors expenditures as directed by the Director of Public Works. Develops and maintains inventory system for management of resources such as equipment, material, repair parts, tools, salt, gravel, sand, fuel, expendable supplies and storm drainage. Directly interfaces with contractors, monitors performance of contracts and reports on quality of work performed on projects as directed. Receives questions and complaints from the public, other Town departments, governmental offices and agencies and investigates the same completely, formulates and recommends the appropriate response. Responsible for the timely and accurate preparation of records and reports including annual division budget and performs all related recordkeeping. Attends and participates in a variety of meetings as directed and may represent the Town and/or Director of Public Works at such meetings. Receives and evaluates plans for review of utilities, roadways, drainage and other similar attributes. Develops and implements seasonal plans including Winter Operations Plan. Performs other duties as assigned by the Director of Public Works. On call 24 hours per day, seven days per week.

SUPERVISION:

Works under the general direction of the Director of Public Works. Manages entire staff within DPW including hiring, discipline and performance management.



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RECOMMENDED MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:

Bachelor's degree in public works management, civil engineering, public administration or related field desirable. Professional Engineer desirable. 5 years 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.

ADDITIONAL REQUIREMENTS:

Ability to function well in high pressure and or emergency situations. Ability to project a positive leadership image. Ability to plan and supervise a wide variety of projects simultaneously. Knowledge of the principles and practices associated with DPW operations.

KNOWLEDGE, ABILITY AND SKILL:

Thorough knowledge of office procedures, practices, and terminology. A high level of proficiency in computer technology is required. Must possess the ability to communicate clearly both verbally and in writing. Must consistently exhibit a professional and courteous manner and be able to cultivate effective working relationships with the public, contractors and staff.

PHYSICAL REQUIREMENTS:

Employee is regularly required to walk, stand, sit, and speak. Vision and hearing at or correctable to a normal range. Able to reach with hands and arms as in picking up paper, files and other common office objects. Employee may be required to stoop, bend and lift or move objects weighing up to 50 pounds.

NOTES:

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 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.