

Carrie Ribeiro, SPHR
Director, Human Resources



Town of Ludlow
488 Chapin St., Ludlow, MA 01056
(413) 583-5600, x1239
HR@ludlow.ma.us

**** EXTERNAL JOB POSTING ****

Title:	Director of Public Works	Classification:	Non-Union, Benefited
Department:	Department of Public Works	Grade:	GL-V
Reports to:	Board of Public Works	Salary:	\$84,375 to \$112,500; Eff. 7/1.21
		Effective Date:	January 12, 2022

GENERAL SUMMARY

The Director of Public Works is responsible for planning, directing, administering and supervising all programs and activities of the Department including street and storm drainage maintenance, winter maintenance, sanitary sewer collection, waste disposal operations (including recycling); motor pool services of equipment repair and maintenance; beautification and maintenance of parks, grounds, and cemetery; and capital improvements planning and construction work. Supervision is exercised over professional, technical and clerical personnel. Work is performed under the direction of the Board of Public Works and is reviewed through conferences and administrative reports for overall program effectiveness, responsiveness of the Department's services to the citizens, quality and quantity of services provided, and the efficiency of the Department's overall operation in terms of financial management and resource allocation.

KEY RESPONSIBILITIES

(The essential functions listed below are intended only as examples 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.)

- Plan, coordinate, direct, supervise and prioritize the programs and activities of the Department for effective coordination of manpower, equipment, and supplies; also develop both long- and short-term plans to meet the Department's needs and emerging issues.
- Develop and implement appropriate Department rules, regulations and policies; establish record-keeping procedures, methods, and standard operating procedures; conduct necessary research and investigation into various matters and issues pertaining to the Department.
- Prepare or supervise the preparation of the Department's operating budget; administer the approved budget in conformance with the authorized spending plan; develop long-range capital improvement plans for facilities, infrastructure, and equipment replacement and upgrade; and coordinate and administer the Department's capital-improvement programs.
- Review and approve the requisition of equipment, materials, and supplies; approve Department expenditures; and authorize purchases consistent with Town policies and procedures.
- Supervise, directly or through subordinate supervisors, all Department personnel; establish and enforce rules and regulations; recommend personnel for appointment, promotion, discipline and dismissal, sometimes acting upon the recommendation of subordinate management staff and subject to confirmation by the Board of Public Works; evaluate management staff for performance; and ensure that other performance review measures are implemented for other department personnel.
- Participate in collective bargaining matters pertaining to Department personnel by serving as a member of the Town's management negotiating team and by administering and enforcing the provisions of applicable collective bargaining accords; ensure that other Town personnel policies and procedures are faithfully adhered to.
- Train, supervise and evaluate the performance of Department staff; ensure safe work practices are implemented for employees through appropriate training and supervisory accountability by field and site personnel.
- Supervise the preparation of plans, specifications and cost estimates for the purchase of various equipment and vehicles and for construction and repair projects; receive and analyze bids; and prepare recommendations for purchases.
- Drive to site locations to supervise construction projects, performed by DPW staff or hired contractors, and develop standards for project quality and timeliness.
- Recommend usage and fee rates for service and inspection programs of the Department; prepare schedules, formulas and fees for sewer assessments and use charges; and develop associated policies and procedures for implementation and management of these assessments and charges. Monitor revenue stream for conformance with budget expectations.
- Develop programs and permit systems for street and driveway openings, utility connections and other similar matters; inspect sites to determine conformance with requirements.

The Town of Ludlow is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability or protected veteran status, or any other legally protected basis, in accordance with applicable law.

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- Manage and coordinate all Federal and State grant programs and requirements applicable to the Department accounts for grant funds working in collaboration with the Town Accountant's office; ensure compliance with program regulatory standards.
- Develop inspection schedules and programs for subdivision developments, capital improvement construction and other permit or code requirements; conduct field inspections in more difficult situations of considerable complexity, unusual activity or requiring special interpretation of policies or requirements; initiate enforcement actions where warranted.
- Attend meetings with local boards and commissions as warranted and with State and regional agencies; respond to requests for information and assistance from citizens and outside agencies and organizations.
- Review and supervise the work of consultants/contractors retained to assist the Town on specialized projects.
- In emergency situations, assume operational control of the Department in order to coordinate its response.
- Promote and maintain responsive community relations. Respond directly to citizen complaints which are not able to be resolved at lower levels ensuring proper action is taken in accordance with Town policies and procedures and expected service or quality levels.

MINIMUM QUALIFICATIONS

Qualified applicants must have a bachelor's degree from an accredited college or university in civil engineering, construction management, public or business administration or a closely allied field; or in lieu of degree, must have five (5) years of experience with public works operations and activities, including at least three (3) years of experience in a supervisory, managerial, administrative capacity or engineering (preferably municipally oriented), or a closely related work field. Require advanced graduate-level course work, formalized training and/or work experience in administration, finance or personnel management; possess a valid driver's license and reliable transportation; excellent interpersonal, organizational, multi-tasking and computer skills; must be able to pay attention to detail, maintain strict confidentiality and be a self-starter.

SUBMISSION DEADLINE

Interested candidates should submit a resume, cover letter expressing interest and qualifications and a **Town of Ludlow Employment Application** (available at www.ludlowma.us:81/HR/) by **January 28, 2022**, via email to HR@ludlow.ma.us. **No applications will be accepted if incomplete or received after the deadline.** Qualified applicants will be called for an interview. Once the position has been filled, all applicants will be notified. Applications are not held on file.