



Medford

Medford City Hall
85 George P. Hassett Drive
Medford, MA 02155
Office of Human Resources, Room 204
HR: 781-475-5640

POSITION: Deputy Commissioner of Public Works (AKA Deputy Director of Public Works)
DEPARTMENT: Public Works
HOURS OF WORK: Full-time (35 hours/weekly) Monday, Tuesday, Wednesday, Thursday, Friday 7:00 AM – 4:00 PM;
SALARY: **\$118,600.67 - \$131,376.12 (FLSA Exempt) - PW 22 Non-Union**

BASIC FUNCTION:

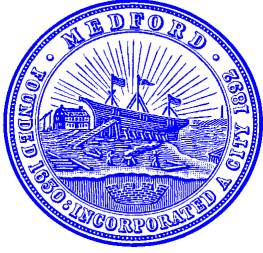
The Deputy Commissioner of Public Works performs responsible supervisory, administrative, and professional duties. Manages the operations of the Department of Public Works (DPW) under the direction of the Commissioner. The DPW provides quality and professional services through seven (7) Divisions: Highway, Water and Sewer, Parks, Forestry, Cemetery, Engineering, and Fleet Maintenance. Must have technical and practical knowledge of public works facilities, equipment, utilities, design, and materials. Must have the ability to assist the Commissioner in planning, assigning, and supervising the work of DPW employees engaged in a variety of public works duties including construction, maintenance, and emergency response. Available to respond 24/7 during off-hours.

SUPERVISION:

Reports directly to the Commissioner of Public Works.

RESPONSIBILITIES:

- Assists with the supervision, planning, direction, and administration of all aspects of the DPW, including the planning, design, maintenance and construction of city public works assets and facilities including roads, sewers, water systems, parks, trees, other open spaces, cemeteries, as well as the fleet of City vehicles.
- Assists with the development of and oversees implementation of DPW goals, objectives, operating procedures, and priorities for each Division. Prepares written standard operating procedures to be approved by the Commissioner. Consult with the Commissioner to determine operational priorities, execution of new initiatives, operating procedures, protocols, or guidance.
- Oversee the operations of the Department, including tracking and managing work assignments, scheduling, reviewing ordinary expenditures, tracking overtime assignments and expenditures, performing staffing assessments, strategy, and new initiative implementation.
- Supervises and manages training of operational staff; develops and manages a DPW operations staff training program to improve safety and effectiveness.
- Issues direction, written and oral, to operating Divisions: Highway, Parks, Water and Sewer, Forestry, Fleet, and Cemetery; organizes departmental activities through Division Heads.
- Represents the department at a variety of meetings both within and outside of the city, develops and maintains effective working relationships with municipal, county, state and federal officials and agencies to ensure compliance with all laws and regulations affecting the work of the department.
- Responds to inquiries from the public and employees pertaining to departmental projects and policies.
- Supports the preparation of the annual departmental budget; including reviewing figures; Develop and implements appropriate controls to ensure Division operation within budget limitations.
- Coordinates, and provides direct supervision of winter field operations and other emergency activities of the Department.
- Manage the maintenance of municipal permits and regulatory requirements related to utilities and roadway infrastructure.
- Manage and track work orders and task orders for the operational divisions using GIS based asset management software including providing schedules, staffing, and reports on progress, delays, and obstacles.
- Prepare technical reports and recommendations concerning construction and maintenance projects for the Commissioner.



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- Develop cost analysis and control procedures for key phases of operation, maintenance, and construction including use of personnel, equipment, and materials.
- Supervises the proper allocation of expenses and develops exploratory budgets and prepares annual and quarterly reports.
- Coordinates with Division Heads on task assignment, projects schedules, budgets, and potential overtime assignments
- Coordinates job openings with Human Resources, manages vacancies, postings, and job descriptions for the DPW, and assists with day-to-day personnel related issues.
- Develops and recommends procedures to improve the operations of the DPW to the Commissioner.
- Performs the duties of the Commissioner of Public Works when the Commissioner is not available.
- Inspects field work for compliance with applicable standards, regulations, and available guidance documents.
- Manage DPW Capital Project list, manage assigned projects, including coordinating procurement with vendors and the Procurement Department of the City.
- Recommend and manage staff training in coordination with Human Resources.
- Investigates legal claims against the City and prepares responses for requests.
- Oversees and manages the DPW Overtime log. Oversees and manages the DPWs Asset Management initiative, including continued implementation of asset management software to improve department operations, support regulatory compliance, and inform capital planning.

SUPERVISORY RESPONSIBILITY:

Directly or indirectly through subordinates supervises 65-100+ full-time equivalent employees including Division Heads (Superintendents, Foreman, and City Engineer). Supervisory activities include, but are not limited to, scheduling work hours, assigning, monitoring, and reviewing project and planned work with Division Heads and maintenance of department safety training program. Assists Commissioner with performance evaluation, and management of capital projects, coordination with outside agencies, designers, consultants, vendors, and equipment manufacturers.

JUDGMENT:

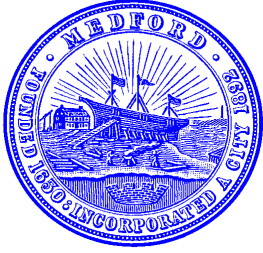
Work is performed based on administrative or municipal policies, general principles, legislation, or directives that pertain to the specific division or functional area. Extensive judgment and ingenuity are required to develop new or adapt existing methods and approaches for accomplishing objectives or to deal with new or unusual requirements within the limits of the guidelines or policies.

NATURE AND PURPOSE OF RELATIONSHIPS:

The employee has constant interaction with local, state, and federal government officials, community leaders, and any other individuals to protect and promote the municipality's overall interest. Employees must possess a high degree of diplomacy and judgment and must be able to work effectively with, and influence, all types of people. Duties require a well-developed sense of strategy and timing in representing the municipality effectively in critical and important situations that may influence the well-being of the municipality.

QUALIFICATIONS:

Knowledge: Considerable knowledge of the principles and practices of civil engineering and technical and practical knowledge of the materials, methods, and techniques relative to public works project and issues; knowledge of public works financing and administration. Knowledge of personnel management and purchasing procedures. Knowledge of public works operations and infrastructure management, including knowledge of asset management software



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Abilities: Ability to plan, assign and supervise the work of groups of employees engaged in a variety of public works construction and maintenance operations. Ability to communicate effectively orally and in writing. Ability to establish and maintain effective and harmonious working relationships with city officials and departments, state agencies, the public, consultants, vendors, and contractors. Ability to deal with employees and the public tactfully and effectively and maintain positive public relations. Ability to prepare and administer budgets and to prepare reports. Ability to use and manage software and other technologies related to public works and assets management.

Skills: Excellent work ethic. Excellent management and leadership skills. Excellent software skills for public works asset management. Proven labor relations skills. Skill in developing policies and procedures to accomplish goals and objectives. Excellent customer service and public relations skills. Excellent written and verbal communication and listening skills.

EDUCATION:

Bachelor's degree in civil engineering or a related field; master's degree and/or Professional Engineers license preferred; ten years responsible experience in municipal public works administration, engineering, and construction; public management or an equivalent combination of education and experience. Valid Massachusetts motor vehicle operator's license. Possess a Valid Class D driver's license required.

PHYSICAL REQUIREMENT:

Essential and marginal functions require maintaining physical condition necessary for sitting, standing, or walking for prolonged periods of time and operating motorized equipment.

WORK ENVIRONMENT:

Some work is performed in a normal office environment, not subject to extreme variations of temperature, noise, odors, etc. Some work is performed outside in varying degrees of temperature.

ADDRESS ALL COVER LETTERS AND RESUMES TO
Office of Human Resources
City of Medford – Room 204
85 George P. Hassett Drive
Medford, MA 02155

Or send cover letter and resume with the job title in the subject line to
jobs@medford-ma.gov

For the posting, please visit the City of Medford's website – www.medfordma.org

The City of Medford is an Equal Opportunity Employer. All applications will receive equal consideration regardless of disability, race, color, religion, creed, gender, sexual orientation, veteran status, and any other protected class status, in accordance with applicable. Residents of the City of Medford, Women, People of Color, Veterans and Persons with Disabilities are encouraged to apply.