



## CITY OF MELROSE

## Human Resources

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### **Director of Public Works** City of Melrose

Mayor Paul Brodeur is searching for a progressive, energetic leader to fill a multi-faceted and fulfilling role in the field of Municipal Public Works.

Melrose Public Works is a fast paced, service driven Department with ever-changing, multiple priorities and demands. We seek a seasoned Director who has the energy, flexibility and foresight to excel in a hectic environment while adapting to change. The successful candidate effectively manages a diverse staff and outside contractors, maintains positive public relations and communicates with tact and diplomacy with constituents, elected officials, businesses and state and federal agencies. The right candidate is not afraid to wear many hats, likes the challenge of working outside of his/her skillset and handles changing demands with confidence and professionalism.

The Director manages approximately 68 full time employees consisting of both a union and non-union work force; an operating budget in excess of \$8 million; two enterprise systems with operating budgets exceeding \$12 million and numerous revolving and capital improvement funds. The Director performs key managerial, administrative and financial management tasks and provides technical support involved in the planning, directing, organizing, leadership and administration of the Public Works Department, its initiatives and mission.

A detailed job description is below; please send a resume and cover letter by January 31, 2020 to Marianne Long, Director of Human Resources, City of Melrose via [mlong@cityofmelrose.org](mailto:mlong@cityofmelrose.org).

The City of Melrose is an Equal Opportunity Employer

**Title:** Director of Public Works  
**Department:** Public Works  
**Supervisor:** Mayor  
**Status:** Department Head, non-union, exempt, benefit eligible  
**Compensation:** Commensurate with experience

The Department of Public Works strives to preserve, maintain, enhance the City's and the Public School's infrastructure and natural resources, and provide services and sustainable, resilient environmental practices for the benefit of Melrose residents, businesses and visitors. The Public Works Director will build upon and execute strategies that provide exceptional public works services. The Director works closely with a dedicated team of division leaders that provides guidance and support to all city department heads regarding matters related to public works and city infrastructure. This dynamic and innovative leader guides the department both through long range planning and everyday maintenance and operations with a focus on the community's vision and customer service. With an eye on process improvement and innovation, the Public Works Director will bring new and creative ideas to public works projects and initiatives. Our employees work to improve the community we live and work in.

**Responsibilities:**

- Manage approximately 68 full time employees consisting of both a union and non-union work force; an operating budget in excess of \$8 million; two enterprise systems with operating budgets exceeding \$12 million and numerous revolving and capital improvement funds.
- Serve as liaison regarding all public works matters with the City Council, School Committee, Cemetery Commission, Parks Commission, and any other committee as directed by the Mayor and as required to perform the tasks within the department.
- Effectively leads and oversees the department to assure its functions meet all financial, quality, safety and environmental goals, standards, budgets and procurement requirements and ensure continuous improvement of all functions of the Public Works Department.
- Under the Mayor's direction, plan, develop and direct policies, projects, and operations pertaining to a variety of environmental sustainability, energy conservation, efficiency, and climate change initiatives.
- Direct snow removal, sanding, de-icing and other winter maintenance operations throughout the City including school grounds and properties.
- Through the department's managers, lead day to day operations including prioritizing, staffing and scheduling. Plan, manage, direct and provide the financial management of all activities within the Public Works Department inclusive of the Water, Sewer, Sanitation, Highway, Park & Forestry, Cemetery, Fleet, Facility and Engineering Divisions.
- Administer and manage all union collective bargaining agreements; resolve labor grievances and personnel disputes; participate in union contract negotiations.
- Provide for required training and professional development of personnel involved with street and sidewalk repair; maintenance of parks, open spaces, cemetery and municipal building grounds; tree maintenance and care, sanitation and recycling programs and services, snow operations, vehicle and equipment maintenance and fueling, water/sewer and drainage infrastructure maintenance and repairs; and the maintenance, utility and capital programs of facilities throughout the city, inclusive of municipal and school buildings.
- Develop and secure approval for the department's operating budget; monitor and approve expenditures; prepare, review, procure and execute specifications and bids for major expenditures; maintain contact with vendors.
- Serve as the city's representative to various local, state and regional committees related to the public infrastructure and as contact person for DEP, MWRA, and other State and federal agencies; participate in various technical and administrative meetings; make presentations;
- Attend meetings of local boards and commissions as required and other evening meetings as directed by the Mayor. Prepare and present appropriate technical data, reports and studies and provide other information as requested.

- Evaluate, maintain, repair and upgrade existing infrastructure in both public systems and city buildings, roadway infrastructure; drain collection system; all municipal buildings; athletic facilities, playgrounds, open spaces, cemetery and municipal grounds and lots; city tree canopy; and all municipal vehicles and equipment. Consistent evaluation of water, sewer, roadway and storm-water systems is expected in addition to evaluation of building systems and infrastructure. Evaluations should lead to recommendations in regards to long term planning and capital projects in addition to yearly improvements conducted by the Department. Long term planning must be communicated to various Boards and Committees as required by the Director of Public Works.
- Together with the City Engineer, oversee the operation and management of the City of Melrose Water Distribution and Sewer Collection systems; it's daily maintenance and all capital improvements;
- Must work together with the Superintendent of Schools, and other Departments Heads through the City, at evaluating building systems and needs and prioritizing repairs and recommendations on long term Capital improvements and potential project to both address building repairs and long term building use needs.
- In cooperation with Superintendent of Schools, manage occupancy, life safety, and any/all other health and safety matters within school buildings.
- Provide management and oversight to school building rentals as directed by the Superintendent of Schools. The Director through the Rental Coordinator will execute contracts with outside vendors and various school and city departments as required; collect rental fees; determine event needs; and properly staff events and manage all expenses as required.
- Prepare reports and compile data; prepare or review documentation necessary for application for federal and state grants; oversee accuracy and availability of department's records and reports;
- Maintain current knowledge of labor union contracts, city ordinances and state statutes, procurement law and grant regulations to ensure compliance; utilize available resources in City and State government to fulfill program goals and objectives.
- Respond sensitively and constructively to citizen complaints; Provide customer service with tact, courtesy, sensitivity and discretion in all dealings with internal and external customers. Manage, coordinate and provide technical assistance to all staff relative to customer service policies and the departments online programs, outreach programs and work order system program.
- Supervise and manage all consultants, vendors and contractors engaged by the Public Works Department.
- Plan for emergencies and is required to be on 24-hour call to address any emergency situation; Assist Director of Emergency Management, Superintendent of Schools and Public Safety Chiefs as required in creating and executing emergency policies and procedures for all school and municipal buildings.

**Experience:**

- Bachelor's degree in Business, Public Administration, Civil Engineering or related field, or a combination of a bachelor's degree and equivalent progressive experience in the field of public works required.
- Ten years of progressively responsible experience in the public works field and five (5) years experience in increasingly responsible managerial positions.
- Thorough knowledge of the current principles and practices of public works management.
- Demonstrated experience in operational planning, budgeting and interacting with other public agencies.
- Knowledge of and experience in municipal financing, procurement and labor relations.
- Knowledge and understanding civil engineering disciplines, such as: water, sewer, drain, roadway, and traffic; building infrastructure and systems; fields, parks and cemeteries.
- Strong business background highly desirable
- Knowledge of utility rate setting and enterprise system management and prior experience with MWRA rate setting process is preferred.
- Ability to pass a Criminal Record Offender Information check
- Valid and current MA Driver's License; driving record which proves responsible and lawful driving habits.
- A working knowledge of public works operations including relevant state or federal laws and regulations.
- Computer literate with working knowledge of Microsoft Office Programs, MUNIS preferred.
- Demonstrated high level of written and oral communication skills; demonstrated experience in providing customer service to co-workers and residents with tact, courtesy, sensitivity and discretion.
- OSHA 30 license is required within 6 months of employment.

**Personal Characteristics:**

The Director is a team orientated problem solver with excellent communication skills who is able to solve difficult technical problems working independently and/or cooperatively in a team approach. The individual must have demonstrated leadership ability, along with vision, and possess a positive attitude with energy and an interest in continuously improving all activities and operations. He/she must be able to work effectively with contractors, consultants, vendors, fire, police and other City departments, union workforce, members of the public, and state and federal agencies. The Director must have a positive attitude and display interest in continuously improving all activities and operations of the department. He/she must possess a strong work ethic and impeccable integrity.

**Physical Demands:**

While performing this job, the employee is required to hear, feel and talk; have close, distance, and peripheral vision, ability to adjust focus and depth perception; to sit, stand, walk, reach with hands and arms; stoop, crouch, twist, taste and smell; travel in cramped, elevated and remote locations; and climb and traverse over rough, uneven, and/or rocky terrain. The employee may occasionally be exposed to unseen hazards and will work in variable weather and traffic conditions and other potentially hazardous circumstances and is required to observe and undertake proper safety precautions. This position is subject to stressful situations and demands associated with meeting project deadlines or responding to emergencies, and may require working more than thirty-five (35) hours per week. The employee must have the ability to work effectively and safely during periods of inclement weather.