

Public Works Department Assistant Director, Town of Bellingham

The Town of Bellingham is seeking qualified applicants for the position of Assistant Public Works Director. This is a second level manager working directly under the Director. Experience with roadway infrastructure and stormwater system, repairs, maintenance, and construction is preferred. Other responsibilities will include assisting with management of the drinking water supply, distribution and treatment, and wastewater collection.

The ideal applicant will have a strong background and experience with road and storm drain construction and maintenance as the current management team is well versed in the drinking water aspects of public work.

Annual salary range is \$100,000 to \$115,000 based on experience (negotiable). Extensive Town benefits package included. Details available from HR Director.

Five years management experience and ten years public works maintenance or construction experience.

Applicants should have strong management and communications skills. Applicant should bring to the table a high level of attention to detail and ability to utilize software to maintain detailed records of work required and completed.

Applicants will be asked to obtain Massachusetts Drinking Water Licenses Distribution Grade 1, Drinking Water Treatment Grade 1, (Pass Exams within 365 days of hire).

Familiarity and competence with computer software such as Microsoft Word, Excel, Outlook, and Geographic Positioning Systems (GPS) software is preferred.

Complete Job Description is attached.

Please mail resume with cover letter to HR Director Beth Cornell-Smith, 10 Mechanic Street, Bellingham, MA 02019. Or email in PDF form to bsmith@bellinghamma.org.

The Town of Bellingham is an AA/EOE.

Town of Bellingham DPW- Job Description

ASSISTANT DPW DIRECTOR

General Information:

This is a salary position no overtime is paid to the individual in this position. The position is in the Bellingham Professional Administrators Association (BPAA) bargaining unit.

The individual filling this position will assist the Director as needed. Typical tasks include but not be limited to management of procurement, payroll, inventory, project initiation, record keeping, staff training & safety, compliance with regulations, project identification and project scope assistance. The individual will be part of the DPW Management team sharing Manager On Call responsibilities with all water, sewer, drainage, highway and snow and ice control tasks that arise.

Report to:

- DPW Director

Supervises:

- DPW General Foreman
- DPW Facilities Supervisor
- DPW Clerical Staff
- DPW Staff when so assigned, during emergency calls when Manager on Call, in absence of Supervisor, Foreman, and Assistant Director, and on Special Projects

Function of Position

- Assistant to the Director
- Emergency Response Plan Coordinator
- Manage Records & Inventory
- Manage Purchasing (Supplies, Services, & Tools <\$10K)
- Manage Payroll
- Manage Insurance & Disaster Recovery & Work Order Invoicing
- Safety Officer
- Snow & Ice Team Leader
- Back up Managers for (General Facilities, Facilities Supervisor & Project Manager), in their absence
- Management team member (rotating Manager On Call)

Responsibilities

This list of Responsibilities is an example. It is subject to change and not limited to items noted below.

- **Safety Officer**
 - Ensure staff has PPE necessary for task,
 - Ensure Staff Receives Safety Training (present, coordinate, schedule)
 - Draft, revise & distribute Safety protocols and Directives

Town of Bellingham DPW- Job Description

- Cite (write up) staff who ignore safety protocols or Directives
- DPW Representative on Town Safety Committee
- Coordinate efforts with Facilities Operator & Mechanic regarding on going safety training program
- Prepare Weekly Payroll from Swipe Fob Data for DPW hourly Staff for processing by Clerical Staff
- Emergency Response Plan Coordinator - Vulnerability Assessments and Emergency Response Plan updates
- **Snow & Ice Control Team Leader**
 - Manage Plow Vendor's Hiring, Route Assignment, Pay Rate, and procedures.
 - Manage Plow and Salt Route Maps
 - Establish Manager On Call Rotation during storm events
 - Member of Manager On Call Rotation during storm events
 - Manage plow vendors (Send applications, maintain data base, maintain call list, manage GPS unit distribution)
- Coordinate & Track Staff Training and Licensure (CDL, DW, Hoisting, etc.)
- In the absence of the General Foreman, manage daily tasks for field crews (assign, monitor, adjust, track work orders)
- In the absence of the Facilities Supervisor manage daily tasks for facilities operators (assign, monitor, adjust, track work orders)
- Purchase DPW materials, tools, and equipment under \$5,000.00 per purchase.
- Submit requests to Director for purchases of goods, services value \$5,000 to \$10,000
- Assist Director in procurement procedures for purchases of goods, services over \$10,000.
- Assist Facilities Supervisor & General Foreman in ordering stock items
- Manage the issuing of permits and licenses: Street Opening Permit, Water Connection Permit, Sewer Connection Permit, Drain Layer's License, etc. (bond and insurance approval)
- Issue Enforcement notices for Water, Sewer, trench permit Street Opening, and other regulations governing customers, contractors, and residents.
- Assist the Director with the day-to-day Director's tasks as assigned or requested
- Manage Clerical Staff
- Prepare service call invoicing from work orders performed for billable work items with Clerical Assistance
- In Director's absence, review and sign weekly payroll, accounts payable invoices and expense vouchers
- Attend various Town Board meetings upon request (generally in the absence of Director)
- Manage Lead and Copper Rule Tap Water Sampling Collection (every 3 years)
- Process all items involved for reimbursement cost related to insured damage to public work infrastructure
- Process all items required for reimbursement of eligible funds (all Town departments) under FEMA or State disaster declaration
- Surplus Equipment Disposal – Selectboard approval and Auction or other means
- Member of Labor Issue Management team (TA, HR, Ast Dir, DPW Dir + legal counsel)

Town of Bellingham DPW- Job Description

- Directly supervise and delegate projects to Facilities Supervisor and General Foreman and office staff.
- Act as Cemetery Committee Executive Secretary (Post meetings, Draft Agendas, Review Minutes, Attend meetings)
- Parks & Stormwater Basin Maintenance manager (Hire seasonal help, manager activities)
- Serve on Town Commission on Disabilities
- Serve on Road Committee - Ad hoc Selectboard Project Selection & Prioritization
- Code RED Notice Preparation and Launching (Second)
- Manage Interview and Hiring for all DPW hiring
- Manager in Manager on Call Rotation
- Assist in Budget Prep and Tracking
- Manage for onsite vehicle fueling system and storage tanks: inventory, records, State reporting requirements, etc.
- Manage fleet inventory, register new vehicles, and coordinate with insurance company with registered vehicle list.
- **Staff OT List - Dispatch and Update Call List**
 - Update OT list (Send via email - Smart Phone) With info on reason for OT
 - Update Call List on PC in the Office (post paper copies)
 - Update Weekend OT Assignment tracking spreadsheet (Water list only)
 - Update Leave Tracking spreadsheet
 - Prepare Absentee Report Forms for Staff to Sign
 - Snow and Ice Event –for in office management of plow vendors.
- Answer resident's questions when staff is unable to do so.
- Assist Capital Improvement Committee in drafting five-year plan for purchases over \$100,000 by preparing and updating DPW five-year capital plan.
- Assist Facilities Supervisor and ensure compliance with regulatory sampling requirements
- Resolve employee problems which General Foreman and Facilities Supervisors could not resolve.