



**City of Gardner
Human Resources Department
95 Pleasant Street, Rm. 226
Gardner, MA 01440
(978) 630-4001 • Fax (978) 630-4025**

**City of Gardner
Assistant Director of Public Works**

Reporting to the Director of Public Works (the "Director"), the Assistant Director of Public Works performs a variety of professional administrative and managerial duties providing assistance to the Director and City Engineer with a heavy emphasis on the Water and Sewer Division. The position performs both assigned and independent duties. The position requires coordination and implementation of a variety of Public Works projects. This position serves as Acting Public Works Director in the absence of the Director, community liaison, staff liaison on various Commissions, and assists with community projects. Work requires the exercise of discretion in performing daily activities based on a complete knowledge of administrative policies and procedures and City operations.

DUTIES AND RESPONSIBILITIES:

- Performs analytic review of policies and procedures, recommending appropriate goals and objectives; implements approved policies and procedures.
- Attends staff, committee and City Board meetings as required, and makes recommendations of subjects under discussion; Staff liaison to boards and commissions as assigned.
- Participates in intergovernmental issues and programs by attending official meetings, as required, to answer questions, provide information, and/or request resources.
- Completes routine administrative functions and special assignments by preparing detailed reports and analysis, identifying and recommending process improvements, and recommending alternatives.
- Serves as Acting Director in the absence of the Public Works Director.
- Reviews, revises, and prepares documentation for procurement of annual purchases of commodities and contractual services and manages expenditure control, purchasing approval, and related contracts.
- Coordinates projects related to all aspects of Public Works that may include research, data analysis, report writing, and presentations.
- Assist with reviewing employee applications and may assist with employee interviews and perform training.
- Assist with the implementation of employee safety programs.
- Assist in NPDES Permitting and Compliance.
- Assist in Chapter 90 State Resurfacing Process.
- Make Recommendations to the Director on Water/Sewer Bill appeals.
- Manage billing delinquencies and water termination process.
- Handles customer complaints with water distribution and sewer collection systems.
- Manages crew on Water Breaks and Sewer Back-ups.
- Handles Water and Sewer Insurance Claims with City Insurance.

- Assist Contractor with Water Management Act submittals to various Agencies.
- Manages water meter replacement.
- Considerable knowledge of sources of information related to problems of local government.
- Prepare clear and concise reports, memoranda, directives and other forms of correspondence.
- Develop comprehensive plans from general instructions.
- Perform assigned administrative tasks with a minimum of supervision and with only general direction.
- Supervises Department of Public Works staff, including management of certain work assignments and determination of staffing needs for various projects, requiring proficiency in the basic concepts relating to personnel management.
- Work cohesively and communicate effectively with the Executive Department, City department directors and staff, state and federal officials, City Council members and the general public.
- Assist State and Federal Permit Compliance
- Administer Cross Connection program and oversight of backflow testing Contractor
- Responsible for handling all other duties and responsibilities that may be required to maintain the efficiency of the Department of Public Works, as assigned by the Director.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Routinely required to stand; walk; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl
- Occasionally lift and/or move up to 50 pounds.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential job functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate. Extensive use of computers, video displays, keyboards, and adding machine. Employee will be around heavy equipment and construction sites.

SAFETY: Safety adherence of performance will be considered an important measure of employee performance evaluation. As such, the Assistant Director must:

- Comply with established safe work rules.
- Serve as the Department's liaison to the Water and Sewer Division.
- Report all accidents and injuries immediately and cooperate in all accident and injury investigations, supplying full and complete information.
- Submit recommendations for Safety and efficiency, as well as report defective equipment and unsafe conditions.
- Know their exact duties in case of fire or catastrophe.
- Provide public protection from unsafe conditions and hazards.

QUALIFICATIONS:

- Bachelor of Science in Civil Engineering Required
- 3-5 years of progressively responsible supervisory, management, and Water/Sewer oversight preferred. An alternate combination of education, experience, and expertise will be considered.
- Ability to read, analyze, and interpret the most complex documents and plans. Ability to respond effectively to the most sensitive inquiries or complaints.
- Ability to work with mathematical concepts such as probability and statistical inference. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
- Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.
- Comprehensive knowledge of the principles and practices of public administration.
- Water Supply Distribution License or ability to obtain within six (6) months from date of hire.
- Ability to work effectively with other City Departments.
- Ability to communicate effectively with the general public as well as with City and Commonwealth officials.
- Demonstrated knowledge of current Windows operating systems; competency with Microsoft applications such as word, excel and database operations. Knowledge of MUNIS is a plus.

If you are interested and qualified, submit a letter of interest and resume to: Debra A. Pond, Director of Human Resources, City of Gardner, 95 Pleasant Street, Rm. 226, Gardner, MA 01440 or via email to dpond@gardner-ma.gov

Annual Salary: \$74,600.54

COMPENSATION CLASS: G9

The City of Gardner is an AA/EEO employer and seeks diversity in its workforce.