

## Director of Engineering and Transportation – Department of Public Works

The Town of Brookline, a culturally diverse community of 60,000 surrounded on three sides by Boston, is accepting applications for the Director of Engineering & Transportation position. The Director reports to the Public Works Commissioner and is responsible for planning, directing, and managing the Town's Engineering and Transportation Division. This position performs senior level administrative, supervisory, and professional civil engineering work relating to the design, construction, and maintenance of Town engineering projects, public works construction, surveying and mapping efforts. A demonstrated leadership role that values diversity and inclusion; the Director coordinates engineering activities with all Public Works Divisions, other Town Departments and outside agencies to ensure the efficient and timely completion of projects related to the Town's infrastructure and development.

The Director of Engineering and Transportation oversees a staff of over fourteen full and part-time employees, including engineers, inspectors, project managers, and support staff. The Director presents projects, interprets policies, and addresses issues and concerns at meetings involving the Town Administrator, Select Board, Commissions, Committees, Boards, stakeholders, and community groups. The Director leads the Capital Improvement Program, including assessing, analyzing, and developing the Town's short and long-range capital needs and developing specific proposals to meet them. Under general direction, the Director is responsible for preparing and updating the Capital Improvement Program (CIP) budget, life cycle assessment, capital asset management, project design, engineering, construction management and oversight of expenditures. The DPW CIP's 6- year budget through FY 2027 is over \$50 million.

The Town has adopted a Complete Street Prioritization Plan and Green Routes Network Plan 2020 and embarked upon several multi-modal improvement studies. The Director executes the transportation program as defined by the Transportation Board; administers and implements work related to the Town's traffic rules and regulations and oversees the transportation system's operation, including traffic signal locations, public transportation (MBTA), and taxicabs.

Similarly, the Division is responsible for the engineering review and public improvement portion of private developments. This portion of the work often occurs in projects with high visibility and public interest. The Director must be astute in assessing and implementing the direction of the Select Board, Town Meeting, and pertinent Boards and Commissions.

The Director has in depth knowledge of the principles and practices of civil engineering and land surveying as they relate to public works projects; federal and state laws, materials and standard construction practices, including safety procedures, industry standards, legal requirements and practices of public bidding. Basic skill in operating surveying equipment, computer modeling, and other related engineering software applications is required.

### Job Requirements

This position requires a Bachelor of Science degree in Civil Engineering and a certificate of registration as a Professional Civil Engineer issued by the Massachusetts State Board of Registration for Professional Engineers, with at least ten years of experience designing, planning, and directing complex engineering projects at the management level. The job requires an individual who:

- Values and supports teamwork and staff development;
- Works collaboratively and strategically towards providing services to the community;

- Demonstrates exceptional capital improvement program experience and success in delivering projects in a hands-on environment, especially in multi-modal projects;
- Has experience with State and Federal grants processes;
- Has extensive knowledge of engineering principles, methods and practices as applied to public works, parks, playgrounds, athletic fields, cemeteries and civic projects, traffic, maintenance activities and utilities, including planning and development, design and construction;
- Is knowledgeable in land development, particularly as it relates to Federal, State, and local laws or regulations and Town procedures affecting engineering activities;
- Understands and applies principles and laws governing public works contract administration, land use, public safety, and land division;
- Demonstrated experience in leading environmentally proactive practices and technologies to reduce the Town's impact on climate change;
- Experience building a diverse and inclusive work environment;
- Understands the principles and practices of policy development and implementation;
- Possesses outstanding written and verbal communication skills, including the ability to write extensive reports and to provide effective presentations to small and large groups;
- Knows how to manage professional engineering and support staff and ensure that work products are completed to a high professional standard and on schedule; and
- Is an exceptional and proactive communicator, both internally and externally, who thrives in a high touch customer service environment with demonstrated experience with community engagement.

#### **The Ideal Candidate**

In addition to the technical requirements of the job, the ideal candidate:

- Is comfortable working in a Town with significant public process, that demands sophistication, sensitivity, accountability, and high-quality work;
- Will quickly grasp and embrace the values of the Town of Brookline;
- Understands the needs and abilities of staff and employs strategies to build a strong team;
- Is forward-thinking and can use this skill in developing a detailed long-term capital asset plan and supporting the six-year Capital Improvement Program;
- Will effectively drive the completion of the Town's scheduled capital improvement projects;
- Adeptly manages a well-functioning Engineering and Transportation services team;
- Is innovative, and a proactive, practical problem solver;
- Models behavior expected throughout the Department, including a strong work ethic, high level of motivation and initiative, commitment to quality, dedication to diversity and inclusion and uncompromising integrity;
- Has a strong customer service orientation and will take extra steps whenever possible to actively problem-solve with stakeholders; and,
- Will be a trusted, valued and productive member of the senior leadership team of the Department of Public Works.

#### **Compensation & Benefits**

The salary range for this position is \$114,000-\$134,000. The Town of Brookline offers an attractive compensation and benefit package. Applications will be accepted until October 16, 2020. Please apply @ <https://www.brooklinema.gov/1415/Job-Opportunities-NEW>