Commissioner of Public Works
Salary $108,126.30 – $121,512.34

Definition:
The commissioner of Public Works performs responsible supervisory, administrative, and professional duties. This includes planning, organizing, coordinating and directing all divisions of the Department of Public Works; administration, engineering, cemetery, parks, forestry, highway, water and sewer, solid waste and fleet maintenance.

Supervision:
Works under the administrative direction of the Mayor.

Performs highly responsible work, requiring the exercise of considerable independent judgment in the planning, direction and control of the operation and maintenance of the public works infrastructure.

Supervisory Responsibilities:
Directly supervises and provides administrative direction to more than fifty (50) employees, as well as seasonal staff.

Work Environment:
Most work is generally performed under typical office conditions; some outside work involves exposure to variable weather conditions and hazards associated with construction sites. The volume of work is subject to emergencies and weather-related conditions. The employee is regularly required to attend evening meetings and work outside of normal business hours; on call to respond to emergencies.

The employee operates standard office equipment and an automobile.

The employee has some contact with the general public and regular contacts requiring perceptiveness and discretion with staff, other city departments, committees, and outside agencies. Contact is in person, by telephone, email and in writing.

The employee has access to department-oriented confidential information, including personnel records and other employee information, law suits and bid documents.

Errors in administrative decisions could result in injury to others, delay or loss of service, damage to buildings or equipment, monetary loss and legal repercussions.

Essential Duties and Responsibilities:
The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.
Supervises, plans, directs and administers all aspects of the Department of Public Works, including the planning, design, maintenance and construction of all city public projects, roads and bridges, sewers, water systems, other public works structures, cemeteries and natural resources.

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 general public and employees pertaining to departmental projects and policies.

Formulates policies and program objectives for the department’s operation; provides overall direction to operating divisions; plans, organizes and directs departmental activities through subordinate supervisors; participates in the development of departmental goals and objectives and development of the department’s organizational structure; assesses departmental performance in relation to established goals and takes appropriate actions to improve department’s efficiency and services provided.

Responsible for personnel, including assignment of personnel, evaluation of performance, establishing standards of performance and conduct, administering discipline, attendance promotional processes and other personnel management functions in concert with the city’s Personnel Department.

Oversees the preparation of the annual departmental budget; reviews and approves consolidated figures; presents budget recommendations and justification to the Mayor. Develops and implements appropriate controls to ensure operation within budgeting limitations; prepares the capital budget for review of the Mayor.

Performs other similar or related work as required, or as situation dictates.

**Recommended Minimum Qualifications:**

**Education and Experience** -
Bachelor’s Degree in civil engineering or a related field; Master’s degree preferred; ten years responsible experience in municipal public works administration, engineering and construction; public management or an equivalent combination of education and experience.

**Additional Requirements** -
Valid Massachusetts motor vehicle operator’s license
Knowledge, Ability and Skill -
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; thorough knowledge of public works financing and administration. Considerable knowledge of personnel management and purchasing procedures.

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 general 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 financial reports.

Excellent management and leadership skills. Proven labor relations skills. Skill in developing policies and procedures to accomplish goals and objectives. Excellent customer service and public relations skills. Excellent computer skills.

Physical Requirements -
Moderate physical effort is generally required to perform duties. The employee is occasionally required to lift and move objects weighing up to thirty (30) pounds. The employee is frequently required to stand, walk, sit, speak and hear. Visions requirements include the ability to read routine and complex documents, use a computer and operate a motor vehicle.

This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job changes.

Please send resumes to Medford City Hall, Attention: Stephanie Burke, Personnel Director, Room 204, 85 George P. Hassett Drive, Medford, MA 02155 by October 12, 2012.

AA/EOE/504.

AD/2012