



Haverhill

Human Resources Department, Room 306

Phone: (978) 374-2357 Fax: (978) 374-2343

Denise McClanahan, HR Director – dmccclanahan@cityofhaverhill.com

Sheila Pelczar, HR Technician – spelczar@cityofhaverhill.com

November 3, 2021

JOB # 2021-43

«ROOM_» «AUTOMERGEFIELD»

«DEPARTMENT»

ANTICIPATED OPENING
PLEASE POST

POSITION: DPW Director

Hours of Work: Full-time/40 hours per week

Salary: \$125,000 - \$150,000 per year (employment contract)

FUNCTION: Under the general direction of the Mayor, plan, organize, and direct all activities of the Department of Public Works. Those departments include but are not limited to: Highway, Park, Fleet Services, Solid Waste/Recycling Divisions, Water, Wastewater, Water Purification, and Engineering.

GENERAL STATEMENT OF DUTIES AND RESPONSIBILITIES:

Responsible for the overall effectiveness of DPW programs, activities, and functions that contribute to the successful operation and constant improvement of the infrastructure of the City of Haverhill. Organizes and direct the activities of all DPW departments in a manner that optimizes the use of financial, physical, and human resources in accomplishing assigned functions. Through subordinate managers, direct and oversee the administration of the sewer and storm drainage utilities, water utilities, fleet operation, facilities maintenance, snow removal functions, recreation facilities (park and play areas), street sweeping, tree planting, recycling program, fuel and composting program. Responsible for the departmental short- and long-range planning.

Oversee the review process for compliance with code and contract requirements, development standards and other regulations and standards. Assures efficiency through organizing the work of major divisional groups, aligning, and coordinating functions, and resolving intra and inter-departmental conflicts. Study major issues and trends and report to the Mayor with recommendations for change in areas of special concern or needing improvement. Coordinate department activities with other departments, jurisdictions, and agencies. Review, approve, and submit the budget involving all capital expenditures, personnel, and operating costs. Attend public meetings. Set goals for the department, identify major objectives. Plan, administer and coordinate Chapter 90 roadwork program grants. Converse with subordinates on grievances and conflicts and work closely on other personnel matters with the approval of the Mayor.

ILLUSTRATIVE DUTIES

Organizes, directs, controls and monitors work programs and routine or emergency repairs for public works functions. Assists in the development of budget, monitors budget expenditures. Coordinates with other governmental agencies and contractors on operation and maintenance projects.

Schedules, assigns, directs, motivates, and evaluates the work of operation and maintenance staff. Assess training needs to ensure successful completion of short- and long-range projects; provide training to employees on equipment operation, material installations, and proper procedures; participates in the employee selections and recommends hiring to the Mayor; conducts staff and safety meetings; reviews and approves employee time sheets; approves vacation and resolves grievances.

Gathers data and assembles reports required under permits issued to the City of Haverhill. Maintains inventory control systems and managing inventory programs, record keeping systems and bid documents.

Follow established purchasing rules and completes required paperwork to acquire goods and services. Maintain good public relations by informing the public of projects on or nearby their property and listening/responding to complaints or



Haverhill

Human Resources Department, Room 306

Phone: (978) 374-2357 Fax: (978) 374-2343

Denise McClanahan, HR Director – dmccclanahan@cityofhaverhill.com

Sheila Pelczar, HR Technician – spelczar@cityofhaverhill.com

requests. Attend work on a regular and dependable basis. Interacts in a professional and respectful manner with city staff and the public.

The duties listed above are intended only as illustrative 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.

QUALIFICATIONS:

The DPW Director should have strong planning, communication and interpersonal, financial management and negotiation skills. B.S. in civil engineering or a related field or ten years' responsible experience in municipal public works administration or engineering/construction required. Experience in management required.

Knowledge of the objectives, philosophy, principles and practices of modern highway operations and construction. Knowledge of the principles and practices of civil engineering. Knowledge of techniques, procedures, equipment and materials involved in the public works departments of highway/park/sewer. Knowledge of statutes, ordinances and regulations pertaining to highway/park/sewer departments. Knowledge of current developments and literature in construction and maintenance of highway/park/sewer division. Knowledge of Chapter 90 program, street paving, and road construction.

Ability to plan, administer, direct, and coordinate programs and functions of the department. Ability to make sound decisions and recommendations of matters of major policy, complex administrative and technical problems. Ability to establish and maintain effective working relationships with subordinates, municipal officials, department heads and general public. Ability to express oneself clearly and concisely, orally and in writing. Must have strong management skills with demonstrated project management abilities.

PHYSICAL REQUIREMENTS:

Position expected to be available or on-call 24/7. Often works long hours especially during the snow removal season and other kinds of inclement weather. Work is performed both in the field and office-setting with frequent interruptions from customer phone calls, city staff, company representatives, and citizens. Attends occasional night meetings and weekend functions. A great deal of mobility is required for attendance at various meetings and touring various work sites of Public Works projects in all kinds of weather and with usual hazards associated with the construction sites. Use of PC work station for some hours; lift up to 25 pounds on occasion. Must be able to stand or sit for the majority of the shift; drive to various work sites throughout the city, climb or descend stairs; do routine lifting, bending, reaching and stooping. Attendance is mandatory.

Applicants will be required to undergo a background check including CORI screening prior to appointment.

CLOSING DATE:

OPEN UNTIL FILLED

SUBMIT COVER LETTER, RESUME AND APPLICATION TO:

**Denise McClanahan, Human Resources Director
City of Haverhill
4 Summer Street Room 306
Haverhill, MA 01830**

"The City of Haverhill is an Equal Opportunity/Affirmative Action Employer."

APPLICATION IS AVAILABLE ONLINE AT:

www.cityofhaverhill.com/departments/human_resources/job_opportunities.php

Application can be saved and sent as attachment when applying online. Email should be sent to hrd@cityofhaverhill.com. PLEASE REFERENCE JOB # 2021-043 WHEN APPLYING ONLINE.