

*Job Opening
Town of Brookline, Ma*



PUBLIC WORKS COMMISSIONER



The Town of Brookline, with a population of approximately 60,000 residents, seeks a Commissioner of the Department of Public Works (DPW Commissioner) to join the senior leadership of the municipal administration. The Commissioner would continue the leadership of an APWA-accredited Public Works Department that includes the following divisions: Water and Sewer, Sanitation, Engineering, Highway, Transportation, and Parks and Open Space. The Commissioner will build upon and execute strategies that provide exceptional public works services to the town's residents, businesses and visitors. The Commissioner works closely with a dedicated team of division leaders that provides guidance and support to all town department heads regarding matters related to public works and town infrastructure.

Working closely under the direction of the Town Administrator, the Commissioner will provide strategic direction for the department. Specifically, the DPW Commissioner will be responsible for the technical, and professional work in planning, directing, and budgeting the activities of the Public Works Department, which includes environmental issues, solid waste, public safety, special events, pavement management, roadway repair, street cleaning, snow removal, traffic signals, street lighting, seasonal lighting, transportation, fleet maintenance, water and sewer, parks, school grounds, conservation, cemetery, and forestry.

Surrounded by the City of Boston on three sides, Brookline is a densely populated municipality consisting of roughly six square miles of land. It is a vibrant community with an increasingly diverse population. The Town of Brookline continues to be a safe and highly desirable place to live, due to its proximity to job opportunities, excellent public transportation and school systems, and livable neighborhoods that balance green space, historic preservation, and outstanding services.

This is an excellent opportunity to join a dedicated team committed to the welfare of the residents and businesses of the Town of Brookline. The successful candidate will bring a vision for the future, and set forth goals in close concert with Town leadership and colleagues across the Town Administration. The DPW Commissioner will have proven leadership experience building and delivering excellent infrastructure, parks and open space services. The ideal candidate will have functional expertise in most or all of the following areas: water and sewer, fleet maintenance, transportation, engineering, roadway maintenance, sanitation, parks and open spaces. The ideal candidate will be a strong relationship-builder, will effectively communicate at all levels of the organization with high regard for confidentiality, and will prove to be accessible and approachable.



The Role

Plans, directs, and budgets the activities of the Public Works Department, which includes environmental issues, solid waste, public safety, special events, pavement management, roadway repair, street cleaning, snow removal, traffic signals, street lighting, seasonal lighting, transportation, fleet maintenance, water and sewer, parks, school grounds, conservation, cemetery, and forestry.

Formulates, develops and implements policies, procedures and program priorities consistent with Town policy directives in a cost-effective and efficient manner. Confers with division heads concerning ongoing and future projects.

Oversees management of Department personnel administration, labor relations, training, staffing, and evaluation of employees; assigns personnel and develops work schedules; oversees and monitors staffing levels; ensures the proper maintenance and confidentiality of Department personnel records.

Oversees management of departmental finances; oversees the preparation of payroll and bill warrants; ensures that the systems for records of expenditures and receipts is functioning properly and efficiently.

Directs the maintenance and preparation of reports from departmental administrative and fiscal records, including accounts, cost systems, personnel records, payrolls, inventory, maintenance records and permits.

Coordinates preparation of division budgets and short-range and long-range capital expenditure programs; presents annual budget to Town Administrator for approval. Prepares reports for the Town Administrator and the Select Board.

Oversees the competitive bidding process to ensure compliance with applicable regulations; prepares construction specifications; reviews bid proposals and interviews prospective contractors and consultants; monitors and evaluates contractual services for compliance with specifications and applicable conditions.

Represents the Department at a variety of different meetings both within and outside of the Town system; handles media questions on behalf of the Department and the Town when the topic is Department-related; is in frequent contact with county, state, and federal agencies to ensure compliance with laws and regulations affecting the work of the Department.

Obtains state and federal grants and loans for DPW projects and purchases.

Oversees the planning, design, and operation of water distribution system, storm drainage systems, road construction and improvements, winter maintenance, cemetery maintenance, public buildings and grounds maintenance projects, equipment maintenance, and various special projects of a public works nature.

Reviews and approves a variety of Public Works permits. Reviews and approves all engineering documents and plans. Reviews and authorizes all purchases for the Department, as well as capital equipment.

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

Qualifications of the Ideal Candidate

The ideal candidate will possess many of the following professional and personal abilities, attributes, and experiences:

- Bachelor's Degree in business, civil engineering, public administration, or related field; ten years of progressively responsible experience in civil or municipal public works construction and maintenance; strong business background highly desirable; or an equivalent combination of education and experience.
- Registration as a Massachusetts Professional Engineer and certification as an American Public Works Association Professional desirable.
- Comprehensive technical and practical knowledge of the materials, methods and techniques relative to public works projects and issues.
- Thorough knowledge of public works financing and administration.
- Knowledge of, or ability to obtain detailed knowledge of the physical characteristics of the Town and its road and water systems.
- Thorough knowledge of the materials, methods and techniques relative to road construction and maintenance.
- Knowledge of snow and ice control techniques and practices.
- An understanding of computer applications in engineering design and drafting, word processing, data collection, and spreadsheets.
- 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 prepare and administer budgets and to prepare financial reports.
- Excellent management and leadership skills. Skill in developing policies and procedures to accomplish goals and objectives.
- Ability to interact in a positive and effective manner with personnel at all levels of authority; ability to communicate clearly and concisely, in writing and orally.
- Ability to recruit, interview, and evaluate job applicants for diverse positions. Ability to supervise maintenance of accurate and detailed records.
- Facility in preparing and analyzing comprehensive reports; tenacity for carrying out assigned projects to their completion.
- Skill in the use of personal computers and an array of information management platforms.
- Excellent public relations skills across a diverse array of constituencies; considerable negotiating skills and persuasiveness.
- High emotional intelligence and sensitivity to organizational, union, and political issues.

Interested candidates should submit a detailed cover letter outlining their interest and resume through the Town of Brookline's Jobs Portal at <https://www.brooklinema.gov/1415/Job-Opportunities-NEW>

Salary starts at \$142K and depends on experience. Benefits include: pension, GIC health, vision, dental, disability, flex spending, HRA, sick, vacation, personal days.

Applications will be accepted until the position is filled.