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NOTICE OF VACANCY

DEPARTMENT: DEPARTMENT OF PUBLIC WORKS
JOB CLASSIFICATION: SUPERVISOR OF OPERATIONS
SALARY RANGE: $74,315 - $90,415
HOURS: SALARIED 40 HOUR WORKWEEK

BENEFITS: VACATION - two weeks after 1 year of continuous service depending on how many weeks worked in previous calendar year; three weeks after five years; four weeks after ten years; five weeks after twenty years. Vacation is earned on the anniversary date of the first year of employment and thereafter is credited as of January 1. SICK LEAVE: After six months you will accumulate 6 days and will be credited with 1 day per month thereafter to a maximum of 180 days. PERSONAL DAYS: 3 days per fiscal year commencing after six months of employment. Worcester Regional Retirement System; Health Insurance and Life Insurance available; HOLIDAYS: 11 paid holidays per year.

SUBJECT TO: 1 year probationary period

TOWN OF HOLDEN
Position Description
FLSA: Exempt

Position Title:	**Supervisor of Operations**	Department:	Public Works
Reports To:	Director of Public Works	Date:	January 2017

GENERAL SUMMARY:

This is responsible supervisory, administrative, and technical work in directing and coordinating the maintenance activities of the Buildings & Grounds, Equipment Repair, and Highway Divisions of the Department of Public Works (the "Department") and the assigned activities of its personnel. Work is performed under the supervision of the Director of Public Works (the "Director") and is reviewed through inspections and on the basis of results achieved.

ESSENTIAL JOB FUNCTIONS*:

Direct and coordinate the work of crews engaged in the maintenance of roads, sidewalks and the stormwater management system; snow and ice operations; the repair of over 120 light, medium, and heavy duty vehicles and pieces of equipment, and; the maintenance and operations of three (3) cemeteries, numerous parks and playing fields, and approximately fifteen (15) public buildings and their grounds, including four (4) school parking lots and grounds.

Supervise the daily maintenance and custodial care of all buildings, properties, materials, apparatus and/or equipment under the control of the Highway, Buildings & Grounds, and Equipment Repair Divisions of the Department.

Assist and instruct division foremen in carrying out their assigned tasks, inspect works in progress, and ensure that safety rules and regulations are followed. Investigate and report on personnel issues to the Director. Assist the division foremen in addressing personnel issues.

Assist in the development of a capital replacement plan, and create specifications for vehicle, equipment, and tool procurement. Make recommendations to the Director on new programs or program improvements, and substantially assist the town administration in budget projections, preparations, and management reports.

Operate and manage the Town's fueling depot and automated fuel tracking system. Order gasoline and diesel fuel as needed. Operate, maintain, and directs repairs on the fuel station in accordance with Federal and State laws and regulations. Provide fuel usage reports to administrative staff for calculation of fuel invoices.

Directly supervise and manage the Department's snow and ice operations, which may involve a "working position" as required, but will not require such operation as a part of regularly planned construction or maintenance activities.

Approve work plans and overtime requests from division foreman. Keep daily logs of work performed and materials used. Prepare management reports as may be required by the Director. Regularly review the work performance of divisional staff, provide supervisory guidance, and apply progressive discipline as necessary, to ensure a well functioning team environment within and between the various divisions of the Department.

Coordinate vehicle and equipment repair requests from all Town departments. Approve or make recommendations to the Director requests from division foreman for major repairs to divisional apparatus.

Attend weekly staff meetings to report on progress, problems, or other matters which will generally serve to advise foremen, other divisions of the Department, administrative staff, and other Town departments.

Prepare specifications and cost estimates for vehicle and equipment purchases of the Department. Prepare budgets for and provides project management for road, sidewalk, stormwater, bridge, building, playing field, park, and cemetery projects. Assist the Engineering Division staff and the Director in development of the specifications and construction procedures of capital projects.

Provide project management for annual road construction projects, including acting as the general contractor for such projects. Coordinate between contractors, vendors, Town departments such as Police, Fire, and Light, and the different divisions of the Department to perform annual road construction and affiliated projects.

OTHER DUTIES AND RESPONSIBILITIES:

Interact on a regular basis with other Town departments. Regularly confer with citizens, contractors, suppliers, and federal, state, and town officials. Occasionally attend evening meetings of Town boards and committees.

Regularly responds at all hours to public works related emergencies.

Perform related work as required.

SUPERVISORY RESPONSIBILITY:

Manages the day to day activities of three (3) divisions of the Department. Responsible for a total of nineteen (19) permanent personnel and four (4) seasonal personnel during regular operations, and up to thirty (30) personnel during snow and ice operations.

SKILLS/EXPERIENCE/TRAINING REQUIRED:

Knowledge equivalent to an associate's degree and ten (10) years of work in the field of public works, bachelor's degree preferred. Extensive knowledge and experience in snow and ice operations. Knowledge and experience in the means and methods of buildings and grounds maintenance, heavy roadway construction, and vehicle and equipment maintenance.

Possession of a valid Massachusetts Class D driver's license.

Ability to provide leadership and to effectively coordinate and direct personnel. This includes performing in emergency/high stress situations for long durations.

Knowledge of and ability to use Microsoft Office software.

Ability to communicate with the general public in a calm, courteous, and professional manner at all times.

Ability to be available for work on nights, weekends, and holidays, in response to emergency situations.

Shall be subject to a Criminal Offender Record Information (CORI) check.

WORKING CONDITIONS:

Work hours may be either spent indoors in an office environment not subject to extremes in temperature, noise, etc. or be spent in the field inspecting a variety of work sites and exposed to temperature and climate extremes, noise, etc. Work hours include both daytime and nighttime. Field work includes work on active construction sites. Occasional climbing, lifting, walking, bending during field inspections. Operates heavy equipment and vehicles, automobiles, telephone, personal computer, survey level and transit, and related equipment requiring eye-hand coordination and finger dexterity.

The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required.

***External and internal applicants, as well as position incumbents who become disabled as defined under the Americans with Disabilities Act must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.**

SUBMIT LETTER OF INTEREST AND RESUME TO: OFFICE OF TOWN MANAGER, STARBARD BUILDING, 1204 MAIN STREET, HOLDEN, MA 01520 by January 30, 2017.

FOR FURTHER INFORMATION CONTACT: TOWN MANAGER'S OFFICE
STARBARD BUILDING, HOLDEN MA 01520
Or visit www.townofholden.net Employment Opportunities
EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER
THE TOWN OF HOLDEN DOES NOT DISCRIMINATE AGAINST THE HANDICAPPED