

TOWN OF NORWELL POSITION DESCRIPTION

Title:	Assistant Director	Department:	Highway/Tree & Grounds
	Highway Surveyor/ Tree & Grounds Director		
Reports to:	Tree & Grounds Director	Affiliation:	Personnel Plan (Non-Union)
Grade:	15	FLSA Status:	Non-Exempt
Work Week:	40.0 Hours per Week	Date:	May 8, 2018

The Town of Norwell is an equal opportunity, M/F/D/V employer and prohibits discrimination in employment on the basis of: age (40 and above), criminal record (applications only), physical, mental or psychiatric disability, genetics (results of genetic testing), maternity leave, maternity leave, national origin or ancestry, race or color, religion, sex, sexual orientation, active military status or any other legally protected status. Employees of the Town of Norwell are customer focused and dedicated to the principles of professionalism, honesty, trustworthiness, a sound work ethic, and maintain strict confidentiality in the performance of their job duties.

GENERAL SUMMARY

This position assists the Highway Surveyor/Director with the daily operations of the Highway, Tree & Grounds, Cemetery and Engineering divisions. Performs administrative and managerial duties. Executes and carries out policies established by the Highway Surveyor/Director. The Assistant Director must be familiar with all facets of the four (4) divisions, must be able to coordinate personnel working under two (2) unions and equipment operations in order to complete assigned tasks efficiently, and must exercise a leadership role in all the department's activities. The Assistant Director must be capable of exercising his/her discretion and making independent judgements in the supervision of employees and the management of work assignments. Performs other duties as required or assigned.

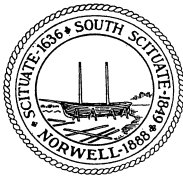
SUPERVISION RECEIVED/SUPERVISION GIVEN

This position is under the administrative and policy direction of the Highway Surveyor/Director of Lands & Natural Resources. The Assistant Director customarily and regularly allocates and directs work of the employees in all four divisions including the oversight and coordination of two (2) foremen, ten (10) laborers, temporary summer/fall laborers, seasonal contractors, and two (2) office administrative employees. Performs highly responsible work requiring the exercise of consideration independent judgment in overseeing the operations and maintenance of the four division's infrastructure for the town.

ESSENTIAL FUNCTIONS

The essential functions or duties listed below are intended only as illustrations of the various types of work performed. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. 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.

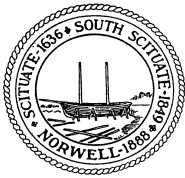
- Assists Highway Surveyor/Lands and Natural Resources Director with plans; assigns, schedules and directs the personnel of the four (4) divisions: Highway, Tree & Grounds, Cemeteries and Engineering, which also includes open space, athletic fields, pathways, recycling center, storm drainage and engineering review.
- Oversees departmental customer service function and ensure appropriate and timely customer service. Respond to inquiries, requests and complaints, referring unresolved issues to Director; and maintain liaison with internal/external customers regarding department operations.



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ESSENTIAL FUNCTIONS (continued)

- Routine responsibilities include, but are not limited to key functions such as assistance with:
 - Maintenance and repair of streets, sidewalks and storm drainage systems;
 - Snow and ice removal operations;
 - Maintenance and/or removal of town owned trees;
 - Maintenance of equipment and adequate fuel supplies;
 - Assigns personnel to operating equipment as necessary;
 - Care and upkeep of public buildings and grounds;
 - Regularly surveys the condition of the Town's infrastructure, drainage systems, pathways and cemeteries/open space/parks and offers appropriate recommendations on programs to maintain and improve them;
 - Provides emergency response to physical conditions threatening life or Town property;
 - Provides input into determining the types of equipment and supplies to be used, bought or stocked;
 - Provides input for the development of bid specifications for equipment, supplies and selective services, i.e. engineering and general construction;
 - Ability to handle administrative work; completes necessary reports and approves routine billings by vendors, as required by the Highway Surveyor/Director;
 - Assists with responsibility of the Right-to-Know law within the divisions;
 - Maintenance of Washington Street and Stetson Street cemeteries, including maintenance of turf and reseeded the areas around grave sites;
 - Sales, engineering and recording of cemetery lots;
 - Oversight of the administration and disposal operations of the recycling center;
 - Issuance of street permits and coordination of work with public utilities;
 - Supervision of drainage improvement projects for the Town;
 - Monitor work of contractors to ensure projects are done on time and satisfactorily.
 - Responding to inquiries from public and contractors regarding service issues;
 - Oversees snowplowing operations in the absence of the Highway Surveyor/Director.
- Oversees the development and implementation of a comprehensive safety and risk management program; monitors staff compliance.
- Assists in developing and preparing the annual operating and capital budgets of the operational divisions, present recommendations, analyze performance against budget, develop appropriate control procedures. Oversee the specification and procurement of divisional supplies, materials and equipment. Secures and administers grant programs. Prepare reports and documents required by governmental agencies and Town officials.
- Assists in the preparation of bid specifications, Request for Proposals (RFP), Request for Qualifications (RFQ), and Invitation of Bids (IFB) documents; participate in the selection of vendors and contract award; provide ongoing contract administration.
- Work with various state agencies as a Town representative on local issues (i.e. Mass Highway, MA Executive Office of Environmental Affairs, US Department of Environmental Protection, etc.)
- May represent the Department at public meetings at the direction of the Highway Surveyor/Director of Lands & Natural Resources



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SPECIAL LICENSES/CERTIFICATIONS

Possess and maintain 1) a valid Massachusetts operator's license with safe driving record
2) a Class 2A Hoisting/Hydraulic license within twelve (12) months of hire date.

EDUCATION AND EXPERIENCE

Associates or Bachelor's Degree in construction management, civil/engineering or a related field; Five (5) years or more experience in public works activity, preferably in a municipal setting, with at least three (3) years of supervisory experience desired. Any equivalent combination of education and work experience may be considered.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge: Excellent working knowledge of the methods, materials, equipment, techniques and tools relative to public works projects and issues; basic knowledge of public works financing and administration. Thorough knowledge of engineering and construction management principles, coupled with the ability to interpret engineering plans in field applications.

Skills: Demonstrate project management, construction management, public works engineering and basic budgetary skills.

Abilities: Ability to manage and coordinate personnel in specific task-oriented projects. Must be able to allocate and schedule associated equipment and material resources to ensure the efficient conduct of these tasks and projects. Ability to deal tactfully with the public, other department heads and public officials to explain the programs, priorities and needs of the Department; ability to communicate effectively orally and in writing. Position requires not only technical expertise, but the ability to establish, engage, manage and maintain harmonious working relationships with department employees, town officials, other departments, state agencies and the general public.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

Work is performed in both an office and outside setting. Regular periods spent outside subject to weather extremes, loud noise, vibration levels from heavy equipment and disagreeable odors while inspecting, performing or directing work. In the field, employee is required to frequently stand, bend/stoop, kneel, carry, reach, climb/balance, push/pull, and intermittently lift up to fifty (50) pounds. Normal office environment with periods at computer or on telephone; regular lifting and carrying of files, documents, records, etc. Travel within the Town to plan, oversee and provide departmental services.

This position 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 the requirements of the job change.

ACKNOWLEDGEMENT

I acknowledge that I have read this job description. I understand the responsibilities assigned to this position. I certify that I can perform these functions.

Employee Signature

Print Name

Date