

Job Description

Title: Director of Operations
Department of Highways, Buildings and Properties

Supervision:

Supervision Scope: Performs highly responsible duties requiring independent judgment and initiative in planning, organizing and directing the work of streets, transfer station, town vehicles, public property maintenance, work within the enforcement of safety regulations and DEP regulations.

Supervision Received: This position reports directly to the Town Administrator acting under the direction of the Select Board,, and according to the applicable provisions of the Massachusetts General Laws, Town ordinances and contemporary public works maintenance practices.

Supervision Given: Supervises Highway Employees, Transfer Station, Public Buildings & Properties. Directs daily activities of Highway Employees through general directions and sets guidelines.

Hours/Compensation: This position is a full time, salaried, exempt position. Due to the nature of the job additional hours beyond the normal workweek may be necessary.

Benefits: Full benefits. Please see the Employee Manual for more details.

Job Environment: The nature of duties require the employee to frequently conduct work outdoors and may involve the presence of unpleasant or irritating elements, such as odors, toxins/fumes, dust, loud noises, electricity, explosive materials, smoke, heat, cold, oil, dirt or grease. Work may be performed outdoors regardless of weather conditions. The employee is required to work beyond normal business hours to attend evening meetings and in response to man-made or natural emergency situations on a 24/7 basis, 365 days per year.

Responsibilities:

The essential duties and responsibilities listed include the minimum requirements for the position. This position includes additional duties that are a natural progression from that position's essential duties. The omission of specific statements of duties does not exclude them from the responsibility of the employee in the position if the work is similar, related, or a logical assignment to the position.

- The Director is responsible for the operation of the Department of Highways, Buildings and Properties and the employees of the department. This include all planning, scheduling, payroll, record keeping, emergency operations, tree removal and planting, repair, maintenance, and reconstruction of all Town roads, working with the Parks

Committee and the Cemetery Committee for future consolidation for efficiency, and any other duties that may arise.

- Receives instructions from Board of Selectman and implements those instructions in a timely manner.
- Report on a regular basis to the Board of Selectman to keep the Board up to date on all projects and programs, and plans.
- Responsible for the annual budget of the Department and shall submit a yearly budget to the Board of Selectman and Finance Committee by January 15th of each year. He shall be responsible for the planning of projects and budgeting of said projects.
- Apply for all State & Federal Grants that are applicable to the Town of Monterey and be responsible for administering those grants.
- Responsible for a long-range plan for capital expenditures for the Department in conjunction with the Finance Committee. Areas of capital expenditures shall include all town vehicles and large equipment, Highway garage, Transfer Station, Town Hall, School and Wilson Houses and any other buildings the Town may acquire, and shall be responsible for overseeing any new construction by the Town.
- Plan for winter snow removal and direct all winter operations. He shall have on hand enough materials, including salt and sand, to maintain the roads in keeping with the direction of the Select Board.
- During the winter months the Director and Foreman shall maintain a “road watch” to monitor the roads in order to keep conditions safe.
- Responsible for the administration, maintenance and operation of the Town transfer station, including overseeing the sale of transfer station stickers and the renovations to the Transfer Station.
- Responsible for the maintenance of all Town Buildings and equipment. All shall be kept in a good state of repair.
- Work with all other Town Departments to ensure safe and efficient operation of Town Operations, especially during an emergency. Works with the Police Department by removing dead animals, assisting with traffic control, reporting unsafe conditions or accidents or any other assistance the Police Department may require.
- The Director, or while he is not available, his Foreman, shall be available 24 hours, 7 days a week, for any emergency or condition that would require his presence or his departments presence.
- Keep accurate records of all funds, equipment, fuels, buildings and employees that shall be required by the Select Board.
- Manage all operations of the Lake Garfield Dam as required by the State of Massachusetts. The dam is required to be inspected every 2 years and a report filed with the Office of Dam Safety. Director will keep the Emergency Action Plan up to date. All maintenance and operation of the dam shall be the Directors responsibility.
- Issue trench permits on Town Property and Town Right of Way.

- Issue permits to Access the Public Way (driveway or curb cuts).
- 911 Coordinator-issue 911 address numbers, keep Verizon data base up to date and correct errors
- Review insurance coverage for town buildings and vehicles

Recommended Minimum Qualifications:

Education & Experience:

Must have a High School Diploma or GED plus 5-7 years of construction, heavy vehicle driving and/or heavy equipment operation experience.

Must have hoisting, CDL-B, 2A (minimum) & 4G licenses

While performing the functions of this job, the employee is required to sit, stand, walk and listen for extended periods; may come in contact with toxic or caustic chemicals and risk of electrical shock; is frequently required to talk; uses hands to finger, handle, or feel objects, tools, or controls; reaches with hands and arms; kneels and bends to work on equipment; specific vision abilities required include close and distance vision, peripheral and depth perception and the ability to adjust focus; ability to operate a vehicle and heavy equipment accurately and efficiently; ability to frequently lift up to 60 lbs and occasionally lift up to 100 lbs; must be able to hear normal sounds, distinguish sound as voice patterns or vehicle sounds and communicate through human speech.

Knowledge, Ability and Skill:

Knowledge: Thorough knowledge of public works construction procedures and regulations. Thorough knowledge of safety regulations involving the use of heavy equipment. Thorough knowledge of contract administration.

Ability: Ability to plan, assign, direct and review the work of subordinates with diverse skills and abilities; to prepare and manage budgets; conduct inspections of work in progress; to purchase appropriate equipment, maintain good working relationships and public relations with other officials, boards and committees, and the residents.

Skill: Skill in reviewing and acting upon budgetary reports, public works and capital construction plans, observed field conditions; good organizational and communication skills. Skill in using snow plows, mowing equipment and various heavy equipment, power tools and hand tools.