



CITY OF PEABODY

HUMAN RESOURCES DEPARTMENT

CITY HALL, 24 LOWELL STREET, PEABODY, MA 01960

Phone: (978) 538-5722/5721

BETH BRENNAN O'DONNELL
Human Resources Director

KAREN MEAGHER
Benefits Manager

CATHY TROMBLEY
Human Resources Aide

JOB POSTING
DEPARTMENT OF PUBLIC SERVICES
DIRECTOR OF PUBLIC SERVICES

TITLE: Director of Public Services

SALARY: Salary dependent on qualifications, up to \$135,000.00 (ordinance max)

LOCATION: Department of Public Services, 50 Farm Avenue, Peabody, MA

HOURS: Full-time, Monday through Friday 7:00 AM to 3:00 PM with additional hours required

Summary: The City of Peabody seeks a professional, team oriented problem solver with excellent communication skills and demonstrated leadership ability to oversee its Department of Public Services. Under the general supervision of the Mayor, this position directs and manages the complex operation of the Department consisting of the following divisions: engineering, streets and sidewalks, sewer, water distribution and treatment, landfill and vehicle maintenance. Responsible for the management and oversight of snow removal operations in the City. Prepares budget required to meet obligations. May seek funds from sources such as grants, government and private sources. Position may be called upon at any time due to imperatives associated with DPS responsibilities. Exercises full supervision over approximately 50 employees engaged in performing various public services department functions for the City of Peabody.

Essential Duties and Responsibilities: (full description available through the Human Resources Dept.)

- Plans, directs and coordinates the operation and services of the Department of Public Services.
- Consults and advises Mayor relative to public improvements, programs, services and major expenditures under jurisdiction of the DPS.
- Directs public services including operation of water and sewage system and trash collection and recycling.
- Approves engineering designs and prepares estimates for various types of construction.
- Directs water and sewer systems design and construction and the maintenance of existing systems and operations of pumping stations.
- Directs highway program including new road construction and maintenance of entire City roadway system. Responsible for road preparation and clearance in snow and ice events.
- Prepares Department budget requirements
- Writes, applies for and secures state and federal grants.
- Approves engineering designs and prepares estimates for various types of construction.
- Directs water and sewer systems design and construction and the maintenance of existing systems and operations of pumping stations.
- Purchases all materials and equipment; controls expenditures to keep within provided appropriations; reviews and approves monthly bills.
- Directs the maintenance and upkeep of all City owned motor vehicles and equipment.

- Supervises administrative activities related to Public Services Department including budgets, payrolls, files and activity reports and records.
- Hires department employees.
- Assures required employee training is accomplished.
- Supervises and assures appropriate performance by employees.
- Works with contractors, project managers, construction managers, engineers, department heads and the workforce to ensure that the goals of projects and initiatives involving DPS functions are met.
- Works closely with the Finance Director and City Auditor to insure financial goals are met and proper accounting and reporting functions are in place.
- Collaborates with the Director of Human Resources on Contract Negotiations and Labor Relations matters.
- Facilitates and coordinates all communications from the Mayor's Office ensuring that residents, and the business community are aware of the Mayor's public works projects that will impact their homes, neighborhoods and business operations; assures that impacts of public works projects are properly addressed and mitigated.
- Attends City Council and community meetings with, or on behalf of, the Mayor.
- Other duties as may be required or assigned.

Qualifications and Abilities: (full description available through the Human Resources Dept.)

Education and Experience: A Bachelor's degree in public administration, business administration, civil engineering or a related field is required. Graduate work or other relevant coursework in public works administration is preferred; possession of a license to practice as a registered professional civil engineer issued by the Commonwealth of Massachusetts is strongly preferred. A Master's degree in engineering, public administration or a related field is preferred. Relevant experience will be considered in lieu of Master's Degree. A minimum of 5 years of municipal management experience is required. Requires a minimum of ten (10) years of experience in the field of public services, public works, civil engineering, sanitary engineering and/or water supply. An equivalent combination of experience, education and training which provides the required knowledge, skills and abilities will be considered. Valid Massachusetts Driver's license is required.

Demonstrated management experience is essential. Comprehensive knowledge of modern principles and practices of public works administration; comprehensive knowledge of the principles and practices of civil engineering as applied to the administration of diversified public works activities. Must be able to establish and maintain effective working relationships with subordinates, other agencies and the public.

Must have:

- Excellent verbal and written communication skills.
- Excellent organizational skills.
- Advanced computer skills and working knowledge of Microsoft Office Suite of applications, including MS Outlook, Word and Excel.
- Thorough understanding of Labor Relations in a union work environment required.
- Knowledge of budgeting and financial policies and procedures.
- Good judgment in interfacing with citizens, consultants, contractors, department managers, elected officials, city employees and state and federal agencies.
- Ability to maintain strict confidentiality.
- Ability to write reports, business correspondence, and procedural manuals.
- Ability to effectively present information and respond to questions from managers, clients, customers, and the public.
- Ability to manage construction contracts.
- Ability to multitask and prioritize complex, time-sensitive issues.

POSTING DATE: March 29, 2018

Qualified candidates are encouraged to apply by submitting a resume and cover letter on or before **April 25, 2018** to the City of Peabody Human Resource Office, City Hall, Room 204, 24 Lowell Street, Peabody, MA 01960; or via e-mail ctrombley@peabody-ma.gov; or fax 978-278-1544. The City is an EOE.