



**JOB POSTING – September 4, 2025
DEADLINE- September 18, 2025**

Job Title: Director of Public Works

Department: Department of Public Works

Reports to: The Mayor

Job Summary:

Performs administrative, supervisory, and technical work related to all Department of Public Works activities in the City of Holyoke; administers and supervises the planning and direction of all activities of the department; responsible for maintaining and improving upon the efficiency and effectiveness of all areas under his/her direction and control. Performs all other related work as required.

Supervisory Responsibilities:

- Helps to hire staff with the Board of Public Works and provides daily direction, prepares employee performance evaluations, and counsels and disciplines staff consistent with city policies and Personnel department.

Duties/Responsibilities:

- In accordance with City Ordinance 2-201, "The director of public works, under the direction of the board of public works, shall supervise all work of the public works department and shall have sole charge of carrying out the orders and policies of said board. These duties include, but are not limited to, the construction and maintenance of highways, bridges, sidewalks, sewers, drains and public buildings; the collection and disposal of refuse; flood control; sewage treatment; forestry; and the maintenance of a fleet of municipal vehicles. In addition, the director of public works shall perform such other duties, not inconsistent herewith, as the city council may prescribe."
- Serves as Project Manager on large capital construction projects for roads, parks, public buildings and wastewater facilities
- Oversees the preparation of plans for street improvement, sewer construction, building construction and emergency flood protection
- Prepares, reviews and approves all specifications for the purchase of equipment, supplies and services required by the department.
- Prepares and manages budget estimates and maintains appropriate records
- Manages operation of the central fuel facility including issuing invoices to customers
- Oversees the enforcement of all state and city laws, regulations and ordinances including maintenance of traffic signals, signs, and waste water



treatment and collection system operators. Advises staff on engineering and technical matters

- Manages and reviews budget for all work done under contract for the city; approves all invoices
- Maintains all plans and records; oversees implementation of digital record keeping; reviews and approves petitions for new streets in accordance with city ordinances; Oversees examination of all bridges annually
- Prepares contract documents for city projects, both in-house and those generated by consultants; oversees contractors engaged in municipal projects; reviews all plans submitted to the Planning Department
- Negotiates contracts for services and labor collective bargaining agreements.
- Manages state funded roadway improvement projects; oversees construction of municipal and permitted work within the city including review of progress
- Serves on the Board of Public Safety, Building Survey Board, and other ad hoc committees and panels, provides comprehensive reports to the City Council and related subcommittees.
- Develops and reviews work plans and schedules for staff as necessary; makes work assignments, coordinates projects and reviews progress of employees and contractors; establishes performance requirements and ensures compliance with safety regulations.
- Performs similar or related work as required, directed or as situation dictates.
- Manages and oversees the contractor and the long term service contract for operation, maintenance, repair, and improvement services to the City of Holyoke Wastewater Treatment System
- Prepares invoices for special wastewater rate customers

Required Skills/Abilities:

- Extensive knowledge of public works construction; project management,
- Knowledge of computer applications to engineering
- Knowledge of civil engineering and working knowledge of local and state regulations.
- Ability to Direct the work of others; initiate and direct the making of complex technical researches, the compilation of comprehensive reports, and the practical application of findings.
- Ability to read and implement plans of construction projects and set grades; organize and schedule projects; assess conditions at an emergency situation and determine proper course of action; deal effectively and diplomatically with the public, consultants, officials, department heads and



- other constituencies.
- Strong interpersonal skills
- Excellent written and verbal communication skills
- Proficient computer skills including

Job Environment:

- General office conditions, field work is performed outdoors with loud noise levels and exposure to variable weather conditions/hazards associated with heavy equipment and construction sites, the workload is subject to seasonal and weather- related fluctuations, responds to emergencies, operates telephone, computer, hand power tools, survey equipment and standard office machines.
- Makes frequent contact with municipal, state and federal representatives, elected officials, businesses, property owners, engineering consultants, department heads, other city employees. Contacts are in person, by phone, email and group meetings.
- Has access to department-related confidential and/or sensitive information.
- Errors could result in delay or loss of services, personal injury to self and/or others, damage to building and equipment, and significant monetary loss and/or legal repercussions.

Education, Certification, Licensure and Experience:

- Prior to appointment the director shall have received a Bachelor's Degree and shall have had ten (10) years of relevant upper-level administrative experience in public or private employment dealing with a public works program, **or** an Associate Degree and shall have had twelve (12) years of relevant upper-level administrative experience in public or private employment dealing with a public works program.
- A college degree may be substituted with fifteen (15) years of experience in public or private employment dealing with a public works program.
- Licensed as a Professional Engineer (PE) preferred.
- Project Management Certification preferred

Other requirements: Must be able to pass an employment physical, drug screening, and criminal background

Fair Labor Standards Act (FLSA) status: Exempt (annually)

Employment status & Hours: Regular Full-time employment, 35 hours per week, Monday-Friday, 8:30 a.m. to 4:30 p.m.

Salary/Pay rate: \$94,521.00(minimum) up to \$130,733.00 (maximum) annually (Grade 15, SCH A)



Employee Benefits: Health, Dental, Life Insurance, Optional Vision and Flexible Spending Account (FSA) (*Short-term Disability*)

How to Apply: Please apply on [Indeed.com](https://indeed.com)