



**City of Holyoke**  
**Department of Public Works**  
**Full Time - INTERIM DIRECTOR OF PUBLIC WORKS**  
**JOB POSTING – May 31, 2021 - Open until filled**

**Position 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.

**Essential Functions:**

*(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. 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.)*

- 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 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.

**Knowledge, Ability and Skill:**

- **Knowledge:** Extensive knowledge of public works construction; project management, working knowledge of computer applications to engineering Working knowledge of civil engineering and working knowledge of local and state regulations.
- **Ability:** 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. 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.
- **Skill:** Strong interpersonal skills; excellent written and verbal communication skills; proficient computer skills including MS Office applications and specialized software; skill in operating all listed tools and equipment; budgetary management skills.



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**Physical Requirements:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This position is regularly required to sit, talk, and hear; uses hands to finger, handle, feel or operate objects, tools, or controls, and reach with hands and arms as in picking up paper, files, and other common office objects. Physical agility required to access all areas of inspection sites. Employees may occasionally lift and/or move objects weighing up to 100 pounds. Vision and hearing at or correctable to normal ranges.

**Experience required:** 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.

**Supervision:**

**Supervision Scope:** Performs various duties of a routine to complex nature following acceptable standards of quality and performance, requires independent judgment in determining methods of completion and carrying out assignments.

**Supervision Received:** Works under the direct supervision of the Mayor and with the Board of Public Works.

**Supervision Given:** Helps to hire staff with the Board of Public Words and provides daily direction, prepares employee performance evaluations, and counsels and disciplines staff consistent with city policies and Personnel department.

**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.

**Other requirements:** Must be able to pass an employment physical, drug screening, and criminal background check. **Fair Labor Standards Act (FLSA) status:** Exempt

**Employment Status & Hours:** Regular Full Time, 40 hours per week, Monday-Friday, 8:30 a.m-4:30 PM

**Pay rate:** \$85,921.00 - \$118,000.00 a year

**Employee Benefits:** Health, Dental, Life Insurance & Flexible Spending Account.

**Submit your resume and letter of interest to the Personnel Department, City Annex, 20 Korean Veterans Plaza Holyoke, MA 01040 or via email to: [Personnel@Holyoke.org](mailto:Personnel@Holyoke.org)**

*City of Holyoke is an equal opportunity employer and does not discriminate because of age, ancestry, color, creed, disability, ethnicity, family status, gender, genetic information, marital status, military status, national origin, political affiliation, pregnancy, race, religion, sex, sexual orientation, veteran status, or any other legally protected category. Bilingual applicants are especially encouraged to apply.*