



City of Revere

JOB POSTING

JOB TITLE: Superintendent of Public Works

DEPARTMENT: Public Works

Location: Revere DPW, 321 Rear Charger Street, Revere, MA 02151 (location may vary)

Hours: Full-time, afternoons and weekends may be required.

Salary: \$145,000 - \$150,000 non-union. Includes benefits.

THE CITY OF REVERE

The [City of Revere](#) is a thriving, fast growing, and vibrant City. Revere has become one of the most desirable cities in the region to live and work. The City of Revere envisions a municipality that fosters a more welcoming, nurturing, and inclusive government that invests in staff success and development. Due to its distinctiveness, the City of Revere is a wonderful place to work, with great benefits, salaries, incentives, and most importantly, the opportunity to serve its residents and grow professionally in the fascinating world of public service. Creating and sustaining a culture in City Hall to ensure that residents across the city feel that government is more responsive to their needs and concerns, an entity that they can trust and that is accountable.

DEFINITION

The public works superintendent performs complex supervisory, administrative and professional work in planning, organizing, directing, and supervising the public works department, supports other departments in charge of environment, street, traffic control, lights and others associated with public works projects and programs.

SUPERVISION

Serves under the supervision of the Mayor. This executive position involves a high level of independent decision making. Position requires independent judgment and problem solving during a variety of situations. Will always be available to advise Department personnel. Responsible for ensuring that procedures are followed during all departmental activities including water main breaks, sewer main breaks, snowstorms, and other events.

Supervises all employees of the department and should be knowledgeable about all positions. Works closely with all other department heads and many members of other departments. Interacts with the public in general, public works officials from other cities and towns, officials from various divisions of government, various agencies, engineering firms, and contractors.

MAJOR DUTIES (essential job functions)

- Oversees daily operation of the various public works divisions. Must be aware of all ongoing activities and coordinate these activities to achieve departmental goals.
- Ensures that the required duties of the department are carried out. Prioritizes requests for services and coordinates them with the required duties.
- Ensures that department personnel perform their duties. Monitors job performance and corrects inefficiencies. Provides direction to achieve departmental goals.
- Keeps the Mayor and the Mayor's Office informed on key projects and any problem areas.
- Provides planning of future projects. Prioritizes projects and adjusts schedule as conditions change.
- Determines estimated costs to be used for budgeting purposes.
- Prepares annual operating and capital budgets for Highway, Water, Wastewater, and engineering.
- Analyzes ongoing operations to provide feedback on the adequacy and efficient use of financial resources.
- Approves payroll and accounts payable.
- Interacts with engineering firms retained on the city's behalf on various projects.
- Analyzes recommendations from consultants with the best interests of the city in mind.
- Interacts with public works officials from other cities and towns, officials from various agencies, and contractors to carry out the work of the department.
- The Superintendent is responsible for leading the Traffic Commission as the Chair.
- The Superintendent is also an active member of the Site Plan Review Committee.
- Must be able to work closely with the Data department on the proper collection of data and reporting.
- Other duties as tasked.

Other Major duties per ordinance (s):

Chapter 2.63 Department of Public Works

Sections 2.63.030 – Superintendent – Powers and duties

- a. The superintendent of public works shall have the supervision and responsibility of construction, alteration, maintenance and repair of the streets and way, sidewalks, bridges, water system, sewers and drains, and all public building with the exceptions of the schools, whose maintenance and repair shall remain within the control of the school committee, and the Carnegie Public Library, whose maintenance and repairs shall remain with the direction of the board of trustees of such library, and any and all other such public building which have specific ordinances or statutes which provide for their maintenance and repair.
- b. The Superintendent shall oversee street cleaning, collection of rubbish and shall perform all other services properly connected with the public works department as may be required by the mayor or the city council.

2.63.60 – Rules and Regulations

- a. The superintendent of public works, subject to the approval of the mayor, shall establish rules for the conduct of the public works department not inconsistent with law or ordinance.

2.63.070 – Public way disturbance and occupancy permits.

- a. The public works department, referred to in this section as the department, with the assistance of the office of the city engineer shall be responsible for establishing and maintaining a program for the issuance of permits and emergency permits for curb cuts, water service, street occupancy and sewer layers, etc. on all public way and properties under the jurisdiction of the department.
- b. The program shall include:
 1. The establishment of rules and regulations.
 2. The setting of fees.
 3. The collection of fees and the depositing of them in a self-sustaining revolving account by the city treasurer.
 4. The creation of a program to be funded by the revolving account for permanent repairs on a semiannual or annual basis, or on a time period deemed appropriate by the department after consultation with the office of the city engineer.
 5. The expenditure of the funds in the revolving account
 6. The keeping of all records, and
 7. The inspection of all work done.
- c. The permanent repair program shall also include permanent repair of municipal excavations on street openings if funds have been transferred to the revolving from the appropriate city accounts.

RECOMMENDED MINIMUM QUALIFICATIONS

- Academic course work at the bachelor's degree level or higher in a related discipline is preferred.
- Minimum 2.5 to 5 of related public works or construction experience.
- Valid driver's license required; Class "B" CDL license and hoisting license desired, but not required.
- Considerable knowledge of street and storm sewer maintenance and repairs.
- Considerable knowledge of park maintenance and forestry.
- Thorough knowledge of applicable city policies, laws and regulations affecting department activities.
- Skill in operating the tools and equipment needed to perform the job.
- At least three (3) years of supervisory experience, preferably in a governmental or union setting.
- Must be able to pass a pre-employment drug screen test.
- Must be able to lift or move up to one hundred pounds with assistance.
- Hoisting Equipment Operators license, preferred.
- Experienced using Municipal Applications and Systems.
- Familiarity with SAMSARA for inventory control device purposes.
- OSHA 30 Hour training preferred.
- Must be proficient in the use of Microsoft office products.
- Must be able to use handheld computer devices.

KNOWLEDGE, SKILLS AND ABILITIES

KNOWLEDGE:

- Working knowledge of the use of common and specialized tools

SKILLS:

- Skilled in the use of power and hand tools.

ABILITIES:

- Ability to follow oral and written instructions.
- Ability to use software on computers and mobile devices.

WORK ENVIRONMENT

Work is often performed in office settings. Outdoor work is required in the inspection of various land use developments, construction sites or public works facilities.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee occasionally works near moving mechanical parts and in high, precarious places, and is occasionally exposed to wet and/or humid conditions, fumes, or airborne particles, toxic or caustic chemicals, risks of electrical shock and vibration. Work performed on sewer main systems will require exposure to biological hazards.

The noise level in the work environment is usually moderate but can be loud at times when operating equipment.

PHYSICAL REQUIREMENTS

Work requires heavy physical effort at times. Work may have to be performed under adverse conditions and at all hours of the day. On-call always and may require working for an extended period in situations such as snowstorms, severe weather, main breaks, etc.

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.

While performing the duties of this job, the employee is occasionally required to stand, walk; use hands and fingers to handle, feel or operate objects, tools or controls; and reach with hands and arms. The employee is occasionally required to sit, climb, balance, stoop, kneel, crouch, crawl, talk, hear and smell. The employee must occasionally lift and/or move objects up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

TRAVEL

Travel is primarily locally during the business day, although some out of the area travel and overnight may be expected.

DISCLAIMER

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive

list of all responsibilities, duties, and skills required of the person so classified. All personnel may be required to perform duties outside of their normal responsibilities as needed.

The City of Revere is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, national origin, disability or protected veteran status, or any other legally protected basis, in accordance with applicable law.

The listed terms, conditions and offers are not contractual bindings.

Interested candidates should apply via the City's [Online Application Portal](#).

[Apply Online](#)