



## Position Vacancy

RFP #24-094-01

**Position:** Director of Highway & Sanitation  
**Department:** Public Works – Sanitation Division  
**Salary Range:** S2 Full Range: \$101,420 – \$140,590 annually  
Anticipated Hiring Range: \$101,420 - \$121,005  
Dependent upon years of direct experience  
**Schedule:** Monday - Friday 8:30 a.m. to 5:00 p.m.  
Occasional Night Meetings

The Framingham DPW Highway Division is responsible for the maintenance and repair of the City's Right of Way infrastructure, including:

- Catch basins, drainage, and culverts
- Guardrails
- Pavement markings
- Roadway and sidewalk maintenance and repair
- Street and regulatory signs
- Street sweeping
- Street trees

The Framingham DPW Sanitation Division collects refuse and recycling from over 17,000 residential dwellings and transports over 130,000 pounds of material for recycling or disposal every day. The division performs special curbside collections including spring and fall leaf and brush and Christmas trees.

**Position Purpose:**

Performs highly responsible management of all functions of the Highway and Sanitation departments in order to ensure proper maintenance and repair of the City's Right of Way infrastructure as well as implementation of the City's solid waste and recycling program.

Due to the importance of emergency response during winter weather events, vacations are limited between December 1<sup>st</sup> and April 1<sup>st</sup>.

**Essential Functions:**

*The essential functions or duties listed below are intended only as illustrations of the various type 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.*

1. Prepares the department's annual operating and capital budgets; performs cost control activities; ensures the effective expenditure of allocated funds; authorizes the purchase of supplies, materials and equipment.
2. Develop and implement plans for the construction, reconstruction, maintenance, cleaning, and repair of the City's critical infrastructure relating to roadway, sidewalk, traffic systems, and storm drainage systems. This includes pavement management programs, snow and ice control programs, management of public shade and ornamental trees, State (DAR) approved Vegetation Management Plan and the Department's response to storm related emergencies.
3. Optimize the use of available resources to maintain the City's Public Ways in a state of good repair and open to the public for the safe passage of vehicular and pedestrian traffic. The responsibilities include the

development of plans for the rehabilitation of sidewalks and roadways for the future application of Federal, State and City funds. The incumbent oversees the construction and maintenance of storm drainage systems including the annual cleaning of catch basins, underground conduits, culverts, ditches and streams. The Director plans additions to the infrastructure, executes timely repairs as may be needed, and reviews plans and makes recommendations for new streets and sidewalks relative to proper design and construction.

4. Plan for and prepare seasonal work plans to direct the essential operations and functions of the Division. This includes the effective assignment, supervision, and coordination of personnel, equipment, contractors and supplies. Direct the procurement and disbursement of materials and supplies necessary to the operation of the Division and maintain records pursuant to their use and application.
5. Coordinate the maintenance and construction activities with other divisions, City departments, contractors, consultants, state and federal agencies and the general public. Ensure that working relationships and good rapport is established and maintained by the accurate communication of information with courtesy and the prompt response to complaints.
6. Enforce the related rules and regulations of the City of Framingham, the Commonwealth of Massachusetts, and the Federal government in the course of fulfilling duties.
7. Develop and periodically revise the Department's planned operational response to emergency storm events such as snow and ice storms, hurricanes, and flooding. The incumbent shall apply the City's Geographic Information System to plan for the effective application of resources during both emergency and routine operations. Develop and maintain a comprehensive Incident Command Structure for the duration of each event that has significant impact to the general Public. Maintain an adequate stockpile of materials and contract services, coordinate activities with other City agencies, and provide adequate outlets for the dissemination of critical public information. Supervise the Department's response to other weather-related emergencies such as floods, hurricanes, tornadoes, and general windstorms.
8. Monitor the daily operation of the Division including the planning, coordinating, directing, inspecting, reviewing and reporting on the work of subordinates and contractors engaged in the functions of the Highway and Sanitation Division.
9. Make recommendations to the Director of Public Works on the retention, discipline, or dismissal of employees where such action may be warranted. Participate in Collective Bargaining negotiations as directed.
10. Implement the routine instruction of Division administrative staff in the appropriate customer service protocols and procedures, and for the training of equipment operators in the safe and effective operation of all motor equipment, and associated attachments assigned within the Division. Document operational protocols and procedures and provide as a resource for the common reference and training of Division personnel.
11. Maintain records and prepare reports as required by Departmental procedures, or as determined by the Director of Public Works in order to maintain accountability and to meet budgetary compliance standards. Maintain the Stormwater Infrastructure and plan for improvement in accordance with the latest Federal EPA and Massachusetts DEP requirements, and in conformance with the Federal EPA Stormwater Phase II Best Management Practice (BMP) Standards established for the City of Framingham in FY 2004.
12. Maintain and operate the Saxonville Flood Control Station in accordance with the United States Army Corp of Engineers Protocols and Procedures. File annual reports on its operating condition and any requirement for repair or improvement.
13. Coordinate activities and provides logistical support to the Police Department, the Fire Department, and to the Emergency Management Agency, in response to local Public Safety Emergencies. Provide training to Division staff in order to maintain State and Federal certifications in the National Incident Management System (NIMS) and the Incident Command System (ICS).
14. Maintain all records in accordance with Federal, State and Local statute and coordinate the training of subordinate staff in the proper record retention standards and practices.
15. Effectively integrate the Departments GIS based Automated Work Management system within the daily operation of the Divisions. Update the GIS Asset Management System with the latest data on infrastructure maintenance and improvements to both the Roadway Network to the Stormwater infrastructure.
16. Research technical information, develop specifications, and prepare contract documents for the effective and efficient use of budget resources in the execution of the overall Program mission. Routinely apply

critical analysis to the specific elements of the Programs in order to implement efficiencies that would provide for more effective and efficient Public Services.

17. Collect and dispose of residential Solid Waste in accordance with established City of Framingham and Massachusetts DEP regulations. Oversee the effective implementation and application of Code Enforcement activities in order to achieve general compliance to City of Framingham By-Laws.
18. Attends professional meetings, stays current with new construction standards, and maintenance practices, and construction materials. Makes appropriate changes to operations, maintenance and construction to incorporate better procedures, practices, and materials.
19. Perform any and all other duties relative to the proper administration and operation of the Highway and Sanitation Divisions as may be assigned, and shall be available for recall at any time in case of emergency or other urgent need.

**Qualifications:**

- Bachelor's degree in engineering, public administration or a related field
- At least 5 years of related work experience including progressive supervisory responsibilities
- Must possess a valid Commonwealth of Massachusetts Class D driver's license and a good driving record
- Suitable results of a MA CORI/SORI background check
- Massachusetts Certified Public Procurement Certificate a plus
- Good physical condition as evidenced by a pre-employment physical examination and substance screening
- Knowledge of:
  - Knowledge of State and Federal regulatory laws and guidelines and associated roadway, stormwater and arboricultural practices
  - OSHA/ ANSI regulations regarding related safety requirements,
  - Massachusetts Labor Laws
  - ATSSA standards and practices relating to traffic control
  - Field safety practices
  - The principles and practices pertaining to the administration of operating and capital budgets
  - State procurement laws
  - Maintenance of public records
- Ability to:
  - Plan, assign and supervise the work of groups of employees who are engaged in a variety of construction and maintenance operations
  - Deal with employees tactfully and effectively in a union environment
  - Maintain effective public relations
  - Communicate effectively and efficiently verbally and in writing
  - Work effectively under time constraints to meet deadlines
  - prepare and effectively administer operating and capital budgets.
- Needed skills:
  - Supervision and motivation of employees
  - Organization
  - Use of office technology, including computers and related software, including spread sheets, word processing and data bases

The City of Framingham will consider an equivalent combination of education and experience.

**Supervision Received:**

Works under the direction of the Director of Public Works with considerable latitude for independent judgement and action.

**Supervisory Responsibility:**

The Director is accountable for the direction and success of programs accomplished through others. Responsible for analyzing program objectives, determining the various work operations needed to achieve them, estimating the financial and staff resources required, allocating the available funds and staff, reporting periodically on the achievement and status of the program objective; and recommending new goals.

The Director formulates and recommends department goals and develops plans for achieving short and long-range objectives; determines organizational structure operating guidelines and work operations; formulates, prepares and defends budget and manpower requests and accounts for effective use of funds and staff provided; coordinates program efforts within the unit and with other departments; delegates authority to subordinate supervisors and holds them responsible for the performance of their unit's work; reviews work in terms of accomplishment of program objectives and progress reports, approves standards establishing quality and quantity of work; and assists or oversees the personnel function, including or effectively recommending hiring, training, and disciplining of employees. Substantial numbers of employees are dispersed to many widely separated locations on a continuing basis.

**Work Environment:**

- Work is performed both in office and outdoors with exposure to variable outdoor weather conditions and hazards associated with hazardous chemicals, mud, water, dust and grease; regularly required to work beyond normal business hours to attend evening meetings, emergency situations and planned events. On-call 24 hours/7 days per week.
- Regularly operates light trucks, highway and sanitation equipment, tools, computer, telephone, and standard office equipment.
- Has access to department-level confidential and/or sensitive information, including personnel files, collective bargaining negotiations, and lawsuits.
- Makes frequent contact with city, state and federal officials, contractors, civic leaders, representatives of professional organizations and with the general public.
- Errors could cause confusion, damage or delay; errors in some instances could jeopardize personal or public safety to include injury and loss of property and have legal and/or financial ramifications.

**Physical Demands:**

*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 position's essential functions.*

Employee must be capable of operating miscellaneous tools and equipment relative to this position. Time spent standing, walking, and sitting. Lifting, pushing/pulling, or carrying of objects weighing up to 45 pounds with occasionally a maximum up to 100 pounds. Climbing, stooping, kneeling, crouching, crawling, twisting, and bending and repetitive movements of the hands. Communicate effectively with others, orally and in writing. Must be able to withstand variable and possibly adverse weather conditions.



The City of Framingham offers a robust benefits package and is an eligible employer for the [Federal Student Aid Public Service Loan Forgiveness Program](#).

Position will remain open until filled. Priority will be given to those that apply within the first 21 days.

*The City of Framingham is committed to the ongoing pursuit of strategic diversity initiatives that help to position diversity, equity, and inclusion as central to municipality and community-wide excellence in the City of Framingham. In doing so, Framingham strives for a city culture and environment that fosters a true sense of belonging for all, provides opportunity for everyone to participate equally and fully in the city, their communities and neighborhoods in ways that helps to develop each individual's capacity to confidently and competently engage within and across difference. Given an evolving national context and the richness in the demographic and linguistic profile of our city, the City of Framingham has made a significant commitment to addressing and enhancing its community climate, culture and multiplicity of service capabilities as a city.*

**The City of Framingham is an Affirmative Action Equal Opportunity Employer.**