



City of Framingham, MA

Reposted January 5, 2026

Position Vacancy

RFP #25-040-01

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| Position: | Assistant Director of Highway & Sanitation |
| Department: | Public Works – Sanitation Division |
| Salary Range: | Full Range: \$98,467 - \$136,498 annually Anticipated Hiring Range: \$98,467 – 118,500 Dependent upon years of direct experience |
| Schedule: | Monday - Friday 8:30 a.m. to 5:00 p.m. |



The City of Framingham is currently a 100% onsite work environment.

- Position will remain open until filled.
- The City of Framingham's Department of Public Works is headquartered at 110 Western Avenue, Framingham.
- The City of Framingham offers a robust benefits package and is an eligible employer for the [Federal Student Aid Public Service Loan Forgiveness Program](#)
- We seek to hire a candidate who shares our commitment to Framingham and values civility, collegiality and working in a coordinated team environment to serve the City of Framingham.
- 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 municipal and community-wide excellence in the City of Framingham.
- The City of Framingham is an Affirmative Action Equal Opportunity Employer.

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:

The purpose of this position is to assist the Director with a variety of supervisory, administrative, technical, and maintenance work in the planning and operation of city highways and sanitation system; performs all other related work as required.

The Assistant Director is responsible for the administration of the Highway Division's programs pertaining to the construction, maintenance, and operation of the City's stormwater program, street sweeping programs, public shade trees, vegetation management program (VMP), and other environmental related operations. The manager assures that operations are carried out in accordance with federal, state and city regulations.

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

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. Assists in the direction and operation of the City's Highway in an organized and professional manner; assures through planning and day to day operations that all public works facilities are operational, safe, well-maintained, and repaired as required; determines necessary or required repairs or maintenance.
2. Supervises crews involved in highway maintenance, snow and ice removal and equipment maintenance and repair.
3. Gathers information to assist in the development of specifications, cost estimates, and prepares work schedules and plans for projects, manages and monitors budget expenditures.
4. Supervises and inspects road construction, road repair, highway maintenance, street signage; monitors work of contractors against proposal/agreements.
5. Supervises and inspects catch basin installation and repair, maintenance and cleaning of drop inlets, drain piping and drainage ditches.
6. Develops and implements sand and plowing routes; trains and supervises outside contractors in snow and ice operations; monitors road and weather conditions to determine appropriate course of action.
7. Manages State Chapter 90 funding, including filings and reports; consults with District Highway Office relative to available funding and updated specifications required for state funded city roadway repair projects.
8. Oversees the day-to-day maintenance, stewardship, and operation of all City trails; conducts monitoring of City-owned trails to ensure compliance with applicable federal, state, and municipal laws and regulations.
9. Organizes and directs activities of volunteers, seasonal employees, contractors, and any interns on City trails
10. Manages and is directly responsible for maintaining the City's stormwater infrastructure in a state of good repair, management of the Urban Street, Downtown Business District, and City-wide Sweeping Programs. Oversee subordinate supervisory staff and/or contractors in the performance of such activities. Develops plans for the rehabilitation of infrastructure for the future application of Federal, State, and City funds.
11. Perform statutory duties of the Tree Warden for the City. This includes, but is not limited to, the posting of trees, holding public hearings, attending Planning Board Scenic Road hearings, identifying hazardous trees, and ensuring compliance with Massachusetts General Laws, Chapter 87. Manage the VMP/YOP including all associated documentation, communication, and compliance with applicable regulatory guidelines.
12. Participate in the development of, and periodic revision of, 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.
13. Coordinate activities and provide logistical support for Departmental and City events including, but not limited to, Arbor Day, DPW Open House, and public education programs. Support the efforts of the City to meet requirements for status as a Designated Green Community.
14. Performs any and all of the duties relative to the proper administration and operations of the Department of Public Works; available for call at any time in case of emergency.

Qualifications:

- Bachelor's degree, preferably in engineering, public administration or a related field
- 3-5 years of paid supervisory/managerial experience in the profession.
- Must possess a valid Class D driver's license and a good driving record
- A Massachusetts Class B Commercial Driver's License preferred
- A Massachusetts Class 2A, 2B Hoisting Engineers License preferred
- MAA or ISA certified arborist preferred
- Pesticide Core License preferred
- Suitable results of a MA CORI/SORI background check

- Good physical condition as evidenced by a pre-employment physical examination and substance screening
- Knowledge of:
 - materials methods and techniques relative to road construction and maintenance, vehicle maintenance, and sanitation
 - snow and ice control techniques and practices
 - the laws/rules/regulations pertaining to division operations
- Ability to:
 - determine potential problem areas and coordinate work crews as required
 - plan, organize, assign, lead, and manage the work of groups of employees engaged in a variety of public works construction and maintenance operations
 - operate and maintain various equipment used
- 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
 - operation of the listed tools and equipment

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

Supervision Received:

Works under the direction of the Director of Highway and Sanitation while also using independent judgement and initiative.

Supervisory Responsibility:

Supervises department employees.

Work Environment:

- Work is occasionally performed under normal office conditions, but more frequently out in the field under seasonal outdoor weather conditions. Occasionally works near moving mechanical parts and is occasionally exposed to wet, cold, humid conditions and vibration as well as other hazards associated with construction sites and public works projects. Noise is generally loud in level.
- May be required to operate heavy trucks, heavy equipment, pneumatic tools, power tools, and hand tools associated with highway work. Operates standard office equipment in the office including telephone, computer, and printer. Uses equipment to perform measurements in the field.
- Interacts frequently with contractors, suppliers, sales representatives and other municipal personnel. Communication is generally in person and by telephone.
- Has access to all confidential division-related personnel information, which requires the application of appropriate judgment, discretion and professional protocols.
- Errors could result in personal injury or loss, confusion, damage to buildings/equipment, delays or loss of service, adverse public relations, legal ramifications and financial loss; in some cases, errors could endanger safety of employees and the general public; most errors are difficult to detect.

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. Must be able to work at a desk as well as travel to and around work sites with uneven or difficult terrain. Must be able to survey and assess work sites. May have to lift, push, pull or carry objects weighing up to 60 pounds. May have to climb, stoop, kneel, crouch, crawl, and bend. There are repetitive movements of the hands. Must be able to communicate to be understood. Must be able to withstand variable and possibly adverse weather conditions.

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