



City of Framingham, MA

October 9, 2024

Position Vacancy

RFP #25-040-01

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 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.

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. Assists in the development of the Department's operating and capital budget; manages and monitors budget expenditures.
4. Gathers information to assist in the development of specifications, cost estimates, and prepares work schedules and plans for projects.
5. Supervises and inspects road construction, road repair, highway maintenance, street signage; monitors work of contractors against proposal/agreements.
6. Supervises and inspects catch basin installation and repair, maintenance and cleaning of drop inlets, drain piping and drainage ditches.
7. 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.
8. 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.
9. Performs similar or related work as required.

Qualifications:

- Bachelor's degree, preferably in engineering, public administration or a related field
- At least 5 years of related work experience in the area of public works, with at least two years specifically in the field of sanitation and road maintenance and repair operations
- Requires hands-on experience in snow and ice operations and ability to operate trucks, backhoes, graders and loaders
- Must possess a valid Commonwealth of Massachusetts 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
- 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.

Supervises department employees.

- 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.

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.

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.