



# Town of Sterling Sterling Massachusetts

## Superintendent of Public Works

Sterling, MA (8,000 pop.), is a beautiful small town centrally located in Worcester County. Originally an agricultural community, over time its lands are giving way to residential and industrial development. Today, Sterling is a rural-suburban community with classic New England charm. The Town has a Moody's rating of Aa2, strong finances and healthy reserves. Sterling is led by a three-member Select Board, has an open town meeting form of government, and a total FY21 budget of approximately \$24.4 million. Sterling has 90 miles of roadway and a total area of 31.6 square miles.

To serve as Superintendent of Public Works, Sterling is seeking a skilled and experienced public works professional with effective management, technical, and communication skills. Candidates must have a bachelor's degree in civil engineering, management, or related field and at least seven years of progressively responsible experience in public works construction, maintenance, and engineering, three years of which are in a management position, or any equivalent combination of education and experience. Strong public administration background is highly desirable. The Superintendent of Public Works is responsible for planning, organizing, directing, and supervising the Public Works Department, including the Public Works Department building and vehicle maintenance, cemeteries, engineering, highways, parks and trees, athletic/recreation fields, solid waste, and water.

**Annual Salary: \$115,000 - \$135,000, DOQ.** The successful candidate will receive an attractive compensation package including health and retirement plans, commensurate with qualifications and experience. *The Town of Sterling is an Equal Opportunity Employer.*

### Important Links:

- [Town of Sterling](#)
- [Department of Public Works](#)
- [Highway Division](#)
- [Cemetery Division](#)
- [Water Department](#)
- [Parks Division](#)
- [Department of Public Works Board](#)
- [Sterling Approved Budgets](#)
- [Annual Town Reports](#)
- [Bylaws & Regulations](#)
- [Town of Sterling Organizational Chart](#)



## Position Details

### Responsibilities

Working under the policy direction of the Board of Public Works, the Superintendent of Public Works has myriad responsibilities. For example, the Superintendent plans, directs, and administers all aspects of the Department of Public Works, including policies, projects, and procedures, and confers with division heads concerning ongoing and future projects. The Superintendent is responsible for management of department personnel administration, all division budgets, and all short- and long-term planning. The Superintendent reviews all major engineering, design, and construction projects and oversees the water distribution system, storm drainage systems, road construction and improvements, winter maintenance, cemetery maintenance, public buildings and grounds maintenance projects, equipment maintenance, and special projects. The Superintendent must work closely with the Town Administrator, who serves as the Human Resources Director, and with the Select Board and Finance Committee in presenting and pursuing the goals of the DPW as defined by the DPW Board. The Superintendent appoints all positions in the department.

### Staffing

Sterling Department of Public Works is currently staffed with 16 full-time positions, including 10 employees in Highway/Cemetery, Parks and Trees/Maintenance, three in Water, and three in Administration. There is a foreman in Water and a foreman for Highway/CPT/Maintenance.

### Finances

Sterling's annual operating budget for FY21 is approximately \$24.4 million. The FY22 budget for the Department of Public Works is nearly \$1.77 million and the Water Department's FY22 budget is nearly \$1.06 million. A total of \$181,000 has been appropriated for snow and ice expenses in FY22.

### Required Qualifications

- Bachelor's degree in civil engineering, management or related field and 7 years of progressively responsible experience in municipal public works construction, maintenance, and engineering, 3 of which are in a management position, strong public administration background highly desirable; or an equivalent combination of education and experience.
- Technical and practical knowledge of the materials, methods, and techniques relative to public works projects and issues; thorough knowledge of public works financing and administration.
- Thorough knowledge of the materials, methods and techniques relative to road construction and maintenance with some knowledge of snow and ice techniques and practices.
- Excellent management and leadership skills.
- Skill in developing policies and procedures to accomplish goals and objectives.
- Ability to deal with employees tactfully and effectively and maintain positive public relations.

### Special Requirements

- Water & Treatment Operator Licenses – Obtain within 2 years.
- MA Motor Vehicle Operator's License.
- MA Public Procurement Officer Certification preferred.

### Major Projects

- *Pavement Management Plan*
- *Develop new well site*
- *Water Master Plan*
- *Water Risk and Resiliency Study*
- *Water Corrosion Control Study*





Town of  
*Sterling* Massachusetts

## How To Apply

Send cover letter and résumé via email, in a single PDF, in confidence, by 3:00 p.m. EST, August 20, 2021, to:

[Apply@communityparadigm.com](mailto:Apply@communityparadigm.com)

**Subject: Sterling DPW**

Any questions regarding the position or application process should be directed to:

John Petrin, Senior Associate  
Community Paradigm Associates  
[JPetrin@communityparadigm.com](mailto:JPetrin@communityparadigm.com)  
781-552-1074

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