

# SOUTHBOROUGH, MA - Superintendent of Public Works



## Position Statement

Southborough, MA (10,450 pop.), is a suburban community located about 16 miles from downtown Worcester and about 28 miles from downtown Boston in Worcester County. Once part of Marlborough, MA, Southborough was separated as a town of its own in 1727. Like many neighboring towns, Southborough was primarily a farming community and has maintained its small town feel into the present day. The town incorporates the smaller villages of Cordaville, Fayville and Southville and values maintaining the community character. The town operates using an Open Town Meeting and a five-member elected [Select Board](#) form of government. The Massachusetts Turnpike, Route 495 and Route 9 all pass-through Southborough. There are 68.12 miles of town roads and 10.72 miles of state roads. A tenth of the town's area is flooded by the Sudbury Reservoir. The Southborough [2021 Annual Town Report](#) is available online.

The Southborough Department of Public Works is responsible for the operation and maintenance of the Town's infrastructure. This includes the Town's roadways, water system, transfer station, cemeteries, recreation fields, playgrounds, public grounds (including Southborough Schools), and the Town's fleet (including the DPW, Police, Facilities, Recreation and Building Department's vehicles). The DPW was established in 1991 and includes a Highway, Grounds, and Water Division. One-hundred percent of Southborough's water is purchased from the [MWRA](#) which is fully treated by the MWRA before it reaches one of Southborough's two pumping stations where it is distributed into, and throughout, the water distribution system. The town does not operate a municipal sewer system. The Highway Division is responsible for the roadways, Transfer Station and burials at Rural Cemetery.

The Superintendent of the DPW is responsible for managing and administering the services and operation of the town's [Department of Public Works](#), including public infrastructure, equipment, vehicle maintenance, engineering, trees, highway, solid waste transfer station, water, snow and ice removal, the operation of town cemeteries, departmental grant administration and the planning and execution of major capital projects; performs all other related or similar work as required.

**Annual Salary: \$125,000 +/- DOQ.** The Town offers 75% contribution toward health insurance and a generous benefits program. The Town of Southborough is an Affirmative Action/Equal Opportunity Employer.

### Important Links:

[Town of Southborough](#)

[Annual Town Report \(2021\)](#)

[DPW Special Act \(1991\)](#)

[Southborough's 2021](#)

[Town of Southborough](#)

[Consumer Confidence \(Water](#)

[Master Plan \(2021\)](#)

[Quality\) Report](#)

[Public Works](#)



## Position Details

The town is looking for a Superintendent of Public Works that can build on the success of the Department and its preceding Superintendent while welcoming change for the future of the organization. ideal candidate embraces the transparency of municipal operations, public outreach, and community engagement (i.e., utilizing social media, project signage, newsletters) to spread the word about the important work of the Department. As Superintendent, this candidate will possess excellent project management skills, overseeing capital projects from its initial phases through to completion and monitoring phases. This will require effective communication with the public, contractors and town boards/committees. This position would be a great fit for a leader who is comfortable using metrics to inform management decisions and measure organizational performance. The position naturally requires an individual who is customer-service focused while also attentive to the coaching and professional development of staff within the DPW. The Superintendent reports to the [Town Administrator](#).

**Responsibilities:** Plans, directs, and administers all aspects of the Department of Public Works, including water distribution and treatment, vehicle maintenance, engineering, highway, public shade trees, and solid waste; formulates, develops, and recommends departmental policies, projects, and procedures; confers with division heads concerning ongoing and future projects.

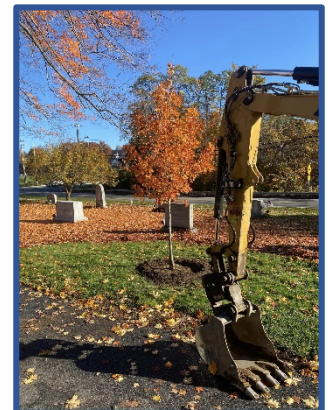
Oversees management of department personnel administration, labor relations, training, staffing, and evaluation of employees; develops and administers all division budgets and projects; administers all short and long-term capital planning; oversees the maintenance of department records and correspondence.

**Staffing:** Provides departmental level supervision over department both directly and through division supervisors, a department of approximately fifteen (15) full-time employees (13 member AFSCME union and 2 non-union/administrative) and seasonal summer employees as needed, as well as various contractors doing business with the town. Employees are located at various locations and the number of employees supervised will change due to seasonal and emergency conditions. The Superintendent is directly supported by the Department's Business Administrator and Operations Supervisor. Department Divisions include Highway (7 FTE), Water (3 FTE), Grounds (1 FTE), Fleet (1 FTE), Operations (1 FTE) and Office (3 FTE).

**Finances:** Southborough's [annual operating budget for FY23](#) is approximately \$56.98 million. The FY23 budget for the Department of Public Works is approximately \$2.54 million. Water is an enterprise fund.

### Department Goals for the next Superintendent of Public Works:

- Assess workforce needs and organizational structure of the department to ensure efficiency, effectiveness, and adaptability to future needs of the town.
- Implementation of the town's first pavement management system to assist with decisions related to road maintenance and investment and improve pedestrian amenities with a sidewalk construction program.
- Continue to support community character by maintaining public trees and scenic roads.
- Continue to progress the department's fleet equipment program.



### Recent and Future Major Projects:

[Hopkinton MWRA Water Connection Project:](#) This project is addressing Hopkinton's request to gain access to the Massachusetts Water Resources Authority (MWRA) water supply system by a connection through Southborough's water system (which is already a part of the MWRA water supply system and the most practical connection for Hopkinton into the MWRA system). At this stage, the Select Board is working to create an initial IMA draft and proposed budget for discussion/negotiation with Hopkinton and an independent engineering review to present at the next Annual Town Meeting.

[Downtown Southborough](#): The Town's Downtown and Various Streets Project began in 2021 to improve safety and cohesiveness along Main Streets and at the intersection of Newton Street, East Main Street and Boston Road.

[Water System Master Plan Update \(2022\)](#), prepared by Pare Corporation: provides an overview of the water system's performance, identify system deficiencies, and provide an evaluation of potential system improvements.

Additional project descriptions and plans can be found at [DPW Highway Projects, Plans and Reports](#) and [Compete Streets Funding Program Project Prioritization Plan \(2021\)](#).

### Ideal Qualifications

- Bachelor of Science Degree in civil engineering or related field; a minimum of seven (7) to ten (10) years progressively responsible experience in municipal public works construction, maintenance of equipment, and engineering; including five (5) years in a supervisory/management capacity; or an equivalent combination of education and experience.
- Ability to plan, assign, and supervise the work of groups of employees engaged in a variety of public works construction and maintenance operations.
- Comprehensive technical and practical knowledge of public works construction projects, civil engineering, road construction and maintenance; financing and administration; snow and ice operations.
- General knowledge of environmental regulations, contract, labor relations and procurement laws.
- Excellent project management, leadership, communication and supervisory skills.

### Special Requirements

- Valid Motor Vehicle Operator's License
- Certification as a Licensed Professional Engineer in Massachusetts, preferred.

### How to Apply

Send cover letter and resume via email, in a single PDF, in confidence by March 20, 2023 to:

**[Apply@CommunityParadigm.com](mailto:Apply@CommunityParadigm.com)**

**Subject: Southborough  
Superintendent of Public Works**

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

Bernard Lynch, Principal  
Community Paradigm Associates  
[BLynch@communityparadigm.com](mailto:BLynch@communityparadigm.com)  
978-621-6733

*The Town of Southborough is an equal opportunity employer. We evaluate qualified applicants without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, veteran status, genetic information, and other legally protected characteristics.*

