

# Needham, MA

## Director of Streets and Transportation (DPW)



### Position Statement

#### Summary

The Town of Needham, Mass., is seeking a professional and highly qualified individual to fill the position of Director of Streets and Transportation under the direction of the Assistant Director of Public Works. This is a senior management position within the DPW. The Needham DPW supports training and education that will allow the person in the position to grow as the Department seeks to create an environment that encourages senior managers to prepare themselves for possible advancement within the organization. The Director of Streets and Transportation is responsible for planning, directing, and supervising the activities and operation of the Town of Needham's Highway Division, which include the construction, improvement, repair, care and maintenance of Town streets, sidewalks, curbs, walls, and related structures and managing the Town's snow & ice operations.

#### The Community

Needham (pop. 32,091) is a primarily residential suburban community with a highly regarded school system, a well-managed town, and a strong sense of community. A desirable suburb of Boston, Needham is an ideal location for anyone working in the city or along the I-95/Route 128 corridor as there are three exits providing access to the town.

Needham has a thriving downtown and is home to global high-technology firms, life science companies, world-class healthcare facilities, popular restaurants, and the Franklin W. Olin College of Engineering.

Public transportation is readily available in Needham with MBTA commuter rail service from Boston's South Station that includes four stops in Needham. The MBTA also provides bus service and Route 135 passes through the town. Needham borders Dover, Westwood, Dedham, Wellesley, Newton, and the West Roxbury section of Boston.

Needham offers a positive set of challenges as this area outside of Boston continues to grow and having to adjust relative to its transportation needs. It needs to be more inclusive to address the growing needs of a population that is shifting.



## Government

Needham has a Select Board-Town Manager form of government with representative Town Meeting. Under Massachusetts General Laws (MGL) and the [Needham General By-Laws & Charter](#), the executive powers of the Town are vested in the five-member [Select Board](#). Members are elected for three-year staggered terms. The Select Board serves as the chief goal setting and policy-making body of the Town. The Board appoints the Town Manager as the Chief Executive Officer of the Town.

*“The Town of Needham is a professionally run organization that is committed to creating an inclusive culture where employees can perform at the highest levels. Our employees are dedicated to their work and rely on each other as a team to ensure that Needham remains a place where engaged and committed people want to live, work, and play.”*

The Town Manager is appointed by the Select Board to oversee the daily operations of the Town, advise, administer the policies and procedures of the Select Board, and enforce Town bylaws and actions passed at Town Meeting. The Town Manager is responsible for the effective management of Town departments (other than schools), preparing an annual budget and capital plan, coordinating activities leading up to the annual Town Meeting, providing support to the volunteer committee system, working with other levels of government, and managing special projects for the Select Board.

## Department of Public Works

Needham's Department of Public Works consists of nine different divisions. There are six operations divisions (Highway, Building Maintenance, Parks & Forestry, Recycling & Solid Waste, Water, and Sewer) and three support divisions (Administration, Engineering, and Fleet), which provide support services to all the operations divisions. Needham DPW strives to maintain and improve the built environment so that Needham continues to be a healthy, safe, and enjoyable place to live. The built environment refers to the roads, bridges, sidewalks, sewer systems, water systems, stormwater infrastructure, trash disposal, recycling, parks, trees, fields, and all School and Town buildings. The DPW is preparing to thrive by 2025, creating institutional systems to provide continuity and innovation.

### Important Links

- [Town of Needham](#)
- [Needham DPW](#)
- [Highway Division](#)
- [Complete Streets](#)
- [General By-Laws & Charter](#)
- [Budget Documents](#)
- [Annual Town Reports](#)



## Highway Division

The [Highway Division](#) aims to construct surface infrastructure in an all-inclusive, multimodal manner. To that end, the Public Works Department has worked with the Town's Select Board to create a new committee to evaluate and make policy recommendations on how the Town develops and maintains its roadway infrastructure including implementing complete streets principals and prioritization. The Town has a PCI rating of 76.92 as of the Fall of 2022 and has also conducted a condition assessment of all sidewalks. The Town has also applied for Transportation Improvement Plan (TIP) funds for the Highland Ave Corridor South of Webster St and MassDOT is presently working on a multiyear project under the TIP.

The position requires leadership and considerable exercise of independent judgment and initiative in the planning, administration, and execution of the department's services to meet community needs. The Division is composed of one Director, one Assistant, two Working Foreman, one Craftswoman, six Heavy Motor Equipment Operator and one Laborer. This position manages a budget of approximately \$2.5 million with an additional approximately \$4 million in outside contracts on an annual basis. In addition, the position works with the Transportation Safety Committee and Mobility Planning Committee.

## Position Responsibilities

Specific position functions, among others, include:

- Develop plans and programs to provide for the construction, repair, and maintenance of Town streets, sidewalks, curbs, walls, and related structures.
- Design, prepare, and manage specifications for contracts for roadway and sidewalk construction projects.
- Attend board meetings and public hearings as necessary to present technical information and to respond to inquiries, requests, and complaints from citizens, businesses, etc.
- Develop, recommend, and implement Highway Division policies and procedures; and ensure compliance with applicable town, state, and federal health and safety rules and regulations.
- Plan, coordinate, and manage snow and ice removal, plowing, sanding, and salting operations.
- Manage division budgets; provide technical details for applying for grant opportunities and programs, and prepare division reports related to construction, repair, and maintenance activities.
- Recommend improvements in technologies, equipment, tools, and procedures.
- Required to be on-call 24 hours per day for snow or other emergencies; serves on relevant boards and committees as assigned.

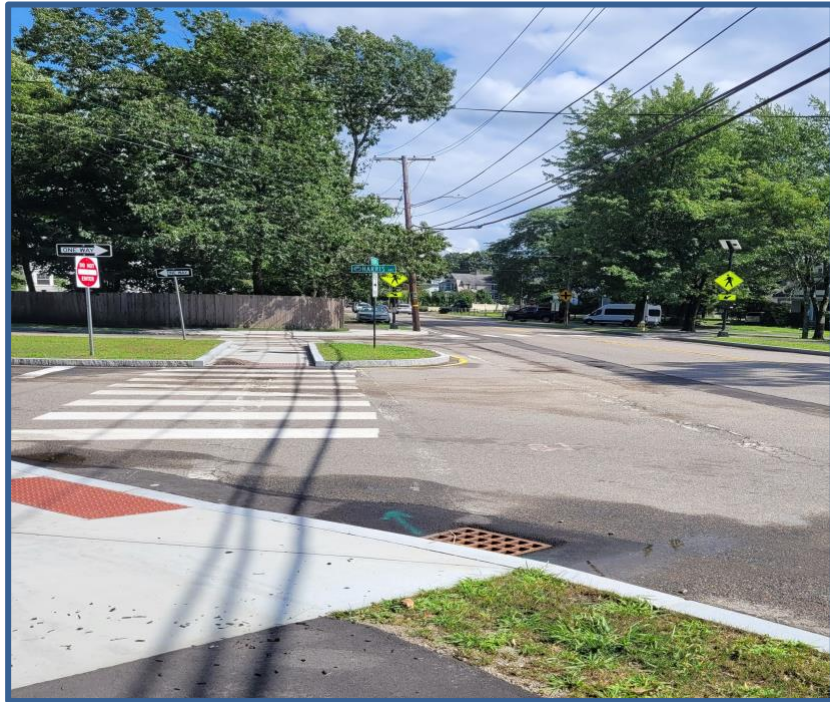
## Education and Experience

The following requirements ***may be substituted by any equivalent combination of education, training and experience which provides the necessary knowledge, skills, and abilities required to perform the job:***

- General knowledge equivalent to a bachelor's degree in engineering business, construction management, business, or related discipline.
- Knowledge of highway construction, including supervision, equivalent to 4-6 years of related experience; or any equivalent combination of education, training and experience which provides the necessary knowledge, abilities, and skills.
- Requires knowledge of municipal public construction, State and Federal laws and regulations, particularly as they relate to work in the public way.

## Compensation Package

The annual salary range for the position is \$89,549 - \$125,369. Actual pay will be within the range commensurate with qualifications, education, and experience. A competitive and attractive benefits package (including health, dental and vision coverage, contributory retirement system, 457b Deferred Compensation Plan, tuition reimbursement, potential for snow merit bonuses, and a comprehensive employee assistance program) is part of the compensation package.



**TOWN OF  
NEEDHAM  
MASSACHUSETTS**

## How To Apply

Position is open until filled. For a guaranteed review of application materials, applicants should send cover letter and résumé, in confidence, by November 28, 2023, 3:00 p.m. EST, via email to:

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

**Subject: Needham Director of Streets and Transportation**

Submit a single PDF containing both cover letter and résumé.

Questions regarding the position should be directed to:

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

*The Town of Needham, Mass., is an Affirmative Action/Equal Opportunity Employer.*