



Director of Public Works

Dover, MA (6,300 pop.), is a beautiful small town located about 15 miles from downtown Boston in Norfolk County. A predominantly residential town, Dover provides a peaceful rural setting with many scenic roads. Its residents strongly support the protection and acquisition of open space to maintain the country-like feel. There are miles of shady trails and woods for walking, cross-country skiing, birding, and horseback riding as well as access to the Charles River. The Town has a Moody's rating of AAA, strong finances, and healthy reserves. Dover is led by a three-member Board of Selectmen with a Town Administrator serving as Chief Administrative Officer, has an open Town Meeting form of government, and a total FY22 budget of approximately \$39.49 million. Dover has 73 miles of roadway and a total area of 15.4 square miles.

To serve as the Town's first Director of Public Works, Dover is seeking a skilled and experienced public works professional with effective management, technical, and communication skills. Candidates should have a bachelor's degree (master's preferred) in civil engineering or related field with 7-10 years of progressively responsible broad-based experience in public works management and administration, of which five years is in a management position, or any equivalent combination of education and work-related experience. As Dover's first Director of Public Works, the successful candidate will be responsible for building and managing the organization within the newly created department, which includes six divisions: Administration, Highway, Building Maintenance, Water, Transfer Station, and Cemetery, Parks & Trees. The Cemetery Commission and Parks & Recreation Commission are responsible for setting appropriate policy for those two divisions. The Director will also be working with the Town's Recycling Committee. The Director of Public Works reports to, and works under the general supervision of, the Town Administrator. A [Public Works Operations Consolidation Study](#), completed in March 2021 and recommending the creation of a Department of Public Works, can be reviewed on the Town's website.

Annual Salary: \$93,200 - \$118,977, DOQ. The successful candidate will receive an attractive compensation package including health and retirement plans, commensurate with qualifications and experience. The Town of Dover is an Affirmative Action/Equal Opportunity Employer.

Important Links:

- [Town of Dover](#)
- [Consolidation Study Report](#)
- [Town Engineer](#)
- [Highway Department](#)
- [Stormwater](#)
- [Transfer Station](#)
- [Parks Division](#)
- [Building Maintenance](#)
- [Town Engineer](#)
- [2020 Town Report](#)
- [Town Budget & Finances](#)



Position Details

Responsibilities

Working under the direction of the Town Administrator, the Director of Public Works has myriad responsibilities. For example, in addition to building the new Public Works organization, the Director will plan, direct, and administer all aspects of the DPW, including policies, projects, and procedures, and confer with division heads concerning ongoing and future projects. The Director is responsible for management of department personnel administration, all division budgets, and all short- and long-term planning. The Director 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 Director must look to improve collaboration, cohesive direction, and economies of scale as well as to reduce redundancy, duplication of equipment, and over-reliance on boards/commissions.

Staffing

The Department of Public Works staffing includes: 15.1 FTEs over the six divisions, including: 2.9 FTEs for Administration; 5.0 FTEs for Highway; 3.0 FTEs for Cemetery, Parks & Trees; 3.0 FTEs for Building Maintenance; and 1.2 FTEs for Transfer Station. The water plant operator receives a stipend. Dover's public works facility is spacious and up to date with well-maintained equipment.

Finances

Dover's annual operating budget for FY22 is approximately \$39.49 million. The FY22 budget for the Department of Public Works is approximately \$2.6 million plus \$420,000 for snow and ice expense.

Required Qualifications

- Bachelor's degree (master's preferred) in civil engineering or related field and 7-10 years of progressively responsible, broad-based experience in public works management and administration, of which five years is in a management position, or an equivalent combination of education and experience.
- Working knowledge of civil engineering principles, practices and methods as applicable to construction and maintenance of streets, roadways, and bridges in a municipal setting.
- Working knowledge of parks, athletic field and playground construction and maintenance, as well as cemetery maintenance, in a municipal setting.
- Working knowledge of solid waste disposal and recycling principles, practices, and methods as applicable to a municipal setting.
- Considerable knowledge of/experience with state bidding practices and use of state contracts.
- Ability to lead, motivate, and direct a diverse work force.
- Skill in developing policies and procedures to accomplish goals and objectives.

Special Requirements

- Must possess a valid driver's license, CDL class A or B preferred. Registered as a Licensed Professional Engineer in MA and/or registration as a Licensed Surveyor in MA desirable.
- MCPPO status is preferred.

Major Projects

- *Implement DPW Consolidation Study and build the DPW organization.*
- *Working with a consultant, develop a long-term water plan.*
- *Development of infrastructure financing plan for priority areas identified in the Town's Hazard Mitigation Plan, Municipal Vulnerability Plan, and Culvert Replacement Plan.*
- *Partner with the Town of Needham on the replacement of the Central Avenue bridge.*
- *Development of a fleet inventory and replacement schedule.*



How To Apply

Send cover letter and résumé via email, in a single PDF, in confidence, by 3:00 p.m. EST, November 19, 2021, to:

Apply@communityparadigm.com

Subject: Dover DPW

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

John Petrin, Senior Associate
Community Paradigm Associates
JPetrin@communityparadigm.com
781-552-1074

The Town of Dover, MA, is an Affirmative Action/Equal Opportunity Employer and does not discriminate on the basis of race, sex, religion, national or ethnic origin, ancestry, physical or mental disability, age, marital or veteran status, sexual orientation, or other protected status. This position is exempt under the Fair Labor Standards Act.