



**CLINTON**  
MASSACHUSETTS

## Superintendent of Public Works

### Position Statement

Clinton, MA (15,428 pop.), is a charming New England town with industrial roots. Clinton became an industrialized mill town, using the Nashua River as a source for waterpower. In 1897, construction began on the Wachusett Dam, culminating in the filling of the Wachusett Reservoir in 1908. This flooded a substantial portion of Clinton and neighboring towns, which had to be relocated. The Town claims to have the oldest continuously used baseball field in the world, Fuller Field, which was created in 1878.

The Town offers opportunities to work in a challenging environment in a community that feels like a small city. [Clinton](#) is more than a bedroom suburban community. It is a Town that has remade itself from the many mills it once housed into a community with a vibrant downtown that offers the best features of a New England lifestyle. It is a hub of services for many communities in the area and seeks to draw new business opportunities.



The Department of Public Works is responsible for the operation and maintenance of the Town's infrastructure. It is comprised of the Divisions of Water Distribution, Water Treatment Facility, Roads/Sewer/Trash & Recycling. The position is appointed by the Select Board but reports on a day-to-day basis to the Town

Administrator who has held that position for the last 28 years. The current Superintendent is retiring after a nineteen-year period in which he has served with distinction. Clinton is a full-service community. It has many of the functions of a larger community that would not otherwise be present in a community of 15,000. The downtown core feels like a small city with the former mills and a vibrant business sector. Clinton provides services across the spectrum. The Town maintains its own local school system and shares a human resources manager with the School Department. It has a Community and Economic Development Department that seeks to maintain and grow the business base that is important to the community. Clinton

has recently undertaken a downtown improvement program updating sidewalks, streets, and landscaping.

Clinton has an Aa3 rating, strong finances, and healthy reserves. Clinton is led by a five-member [Select Board](#), has an open Town Meeting form of government, and a total [FY24 budget](#) of approximately \$61 million.

The Superintendent of the DPW is responsible for managing and administering the services and operation of the town's [Department of Public Works](#), including operations and technical management of the planning, design, construction, and maintenance of public infrastructure, wastewater collection, water treatment supply, and distribution system, surface and subsurface storm water collection, trash and recycling operations and the Department's public buildings as well as vehicle maintenance, engineering, snow and ice removal, departmental grant administration and the planning and execution of major capital projects; and performs all other related or similar work as required.

#### Important Links:

- [Town of Clinton](#)
- [Clinton Annual Budgets](#)
- [Clinton Town Reports](#)
- [Clinton DPW](#)

Clinton is seeking a skilled and experienced professional with strong communication skills who is knowledgeable of personnel functions, understands municipal procurement regulations, is skilled at grant writing and management, and is highly organized. Preferred candidates will have a bachelor's degree in engineering, public or business administration, and ten years of progressively responsible experience in municipal public works, five of which are in a senior management position, or any equivalent combination of training and experience.

**Annual Salary: \$130,000 +/-, DOQ.** The successful candidate will receive an attractive compensation package including health and retirement plans, commensurate with qualifications and experience. The Town of Clinton is an Equal Opportunity/Affirmative Action Employer.

**Staffing:** Provides departmental level supervision both directly and through division supervisors, a department of approximately twenty-one (21) full-time union employees and 1.5 administrative and seasonal summer employees as needed, as well as various contractors doing business with the town. Employees are located at various locations with the administrative office in Town Hall. The number of employees supervised will change due to seasonal and emergency conditions. Department Divisions include roads, sewer & rubbish (14 FTE), Water Distribution (4 FTE), Water Treatment (2 FTE), Fleet (1 FTE), and Office (1.5 FTE).



### The Ideal Candidate

- Bachelor's degree in engineering, public or business administration and at least 10 years of progressively responsible experience in municipal public works, five of which are in a senior management position, or any equivalent combination of training and experience.
- Advanced knowledge of public works operations.
- General knowledge of municipal finance, budgeting and forecasting to prepare and monitor budgets.
- Comprehensive technical and practical knowledge of public works 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.
- Effective customer service and communication (oral and writing) skills.
- Highly organized, collaborative, courteous, approachable, team-builder.

### How To Apply

Send cover letter and résumé via email, in a single PDF to:

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

**Subject: Clinton  
Superintendent of Public Works**

Position is open until filled. For a guaranteed review, send application materials by November 20, 2023, 3:00 p.m. EST.

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 Clinton is an Equal Opportunity/Affirmative Action Employer.*