The Position Profile

The Town of Brookline, with a population of approximately 59,000 residents, seeks a Commissioner of the Department of Public Works (DPW Commissioner) to join the senior leadership of the town administration. The Commissioner would continue the leadership of an APWA-accredited Public Works Department that includes the following divisions: Water and Sewer, Sanitation, Engineering, Highway, Transportation, and Parks and Open Space. The Commissioner will build upon and execute public works strategies that provide exceptional service to the town’s residents, businesses and visitors. The Commissioner works closely with a dedicated team of division leaders that provides guidance and support to all town department heads regarding matters related to public works and town infrastructure.

Working closely under the direction of the Town Administrator, the Commissioner will provide strategic direction for the department. Specifically, the DPW Commissioner will be responsible for the technical and professional work in planning, directing, and budgeting the activities of the Public Works Department, which includes environmental issues, solid waste, public safety, special events, pavement management, roadway and sidewalk repair, street cleaning, snow removal, traffic signals, street lighting, seasonal lighting, multi-modal transportation, fleet maintenance, water and sewer, stormwater management, parks, school grounds, conservation, cemetery, and forestry. The Public Works Department is critical in supporting the sustainability goals, which include aggressive carbon emission reduction strategies.

Surrounded by the City of Boston on three sides, Brookline consists of roughly six square miles of land. It is a vibrant suburban town with an increasingly diverse population. The Town of Brookline continues to be a safe and highly desirable place to live, due to its proximity to job opportunities, excellent public transportation and school system, and livable neighborhoods that balance green space, historic preservation, and outstanding services.

This is an excellent opportunity to join a dedicated team committed to the welfare of the residents and businesses of the Town of Brookline. The successful candidate will bring a vision for the future, and set forth goals in close concert with Town leadership and colleagues across the Town Administration. The DPW Commissioner will have proven leadership experience building and delivering excellent infrastructure, parks and open space services. The ideal candidate will have functional expertise in most or all of the following areas: water and sewer, fleet maintenance, sustainability and resilience planning and execution, multi-modal transportation and complete streets, engineering, public way maintenance, sanitation, parks and open spaces. The ideal candidate will be a strong relationship-builder, will effectively communicate at all levels of the organization with high regard for confidentiality, and will prove to be accessible and approachable.

The Department of Public Works employs more than 170 FTEs, including temporary and part-time positions and an operational budget of $23,500,000, including the Water and Sewer Enterprise Fund. More information regarding the Department’s organizational structure can be found here:
The Role

Plans, directs, and budgets the activities of the Public Works Department, which includes environmental issues, solid waste, public safety, special events, pavement management, roadway repair, street cleaning, snow removal, traffic signals, street lighting, seasonal lighting, transportation, fleet maintenance, water and sewer, parks, school grounds, conservation, cemetery, and forestry.

Formulates, develops and implements policies, procedures and program priorities consistent with Town policy directives in a cost-effective and efficient manner. Confers with division heads concerning ongoing and future projects.

Oversees management of Department personnel administration, labor relations, training, staffing, and evaluation of employees; assigns personnel and develops work schedules; oversees and monitors staffing levels; ensures the proper maintenance and confidentiality of Department personnel records.

Coordinates preparation of division budgets and short-range and long-range capital expenditure programs; presents annual budget to Town Administrator for approval. Prepares reports for the Town Administrator and the Select Board. For more information regarding the Public Works operational budget and Capital Improvement Plan:

Operational Budget – Page 66: https://www.brooklinema.gov/DocumentCenter/View/18642/Sec-IV_FY20-Deptl-Budgets

Capital Improvements Plan: https://stories.opengov.com/brooklinema/published/Z-IQi89AX

Oversees the competitive bidding process to ensure compliance with applicable regulations; prepares construction specifications; reviews bid proposals and interviews prospective contractors and consultants; monitors and evaluates contractual services for compliance with specifications and applicable conditions.

Represents the Department at a variety of different meetings both within and outside of the Town system; handles media questions on behalf of the Department and the Town when the topic is Department-related; is in frequent contact with county, state, and federal agencies to ensure compliance with laws and regulations affecting the work of the Department.

Oversees the planning, design, and operation of water distribution system, storm drainage systems, road construction and improvements, winter maintenance, cemetery maintenance, public buildings and grounds maintenance projects, equipment maintenance, and various special projects of a public works nature.

Reviews and approves a variety of Public Works permits. Reviews and approves all engineering documents and plans. Reviews and authorizes all purchases for the Department, as well as capital equipment.
Opportunities and Challenges for the New Commissioner

The incoming Commissioner of Public Works will be faced with a number of challenges that are not uncommon for today’s environment. They include:

• Hiring a new Director of Engineering and Transportation and restructuring the Engineering Division to improve efficiency and the delivery of services.

• Succession planning for the department as the workforce is aging and key technical staff will be retiring within the next five years. Many of the positions that will become vacant will be hard to fill so planning to ensure the continuity of operations will be important.

• Developing racial equity goals for the Department in connection with the GARE program and diversifying the workforce to reflect the population of Brookline and the metropolitan Boston region.

• Negotiating extension for the solid waste disposal and recycling contracts and continuing to research pay-as-you-throw best practices and recommending options for the Town to consider.

• Evaluating the refuse fee, including cart fees and service charges.

• Working to improve technology in the department as it relates to the issuance of permits and making sure they are included in the Town’s Accela permitting system.

• Continuing to work to meet the Town’s climate action goals, including electrification of the fleet. More information regarding the Town’s climate action goals can be found here: https://wwws.brooklinema.gov/1453/Climate-Action-Committee

• Taking on a leadership role to implement the recently passed Resolution to Respond to Climate Change by Prioritizing Health, Access and Equity on Brookline’s Public Ways. (Passed by Town Meeting, 2019) https://drive.google.com/open?id=1mjXP7LYcRYJrXjS5G5z6M9zIHwnB3YquD

• Continue to develop and offer the successful “pre” Town Meeting Public Works informational meeting to educate residents and answer questions about Public Works programs and projects that will be under consideration.
Education, Experience and Characteristics of the Ideal Candidate

The Town is seeking highly professional candidates who are passionate about local government and have the desire to be equally passionate about the Town of Brookline.

The following education, experience, management, and leadership criteria have been identified by the Town, as important skills and abilities for the candidates to possess and demonstrate:

- Bachelor's Degree in business, civil engineering, public administration, or related field; ten years of progressively responsible experience in civil or municipal public works construction and maintenance; strong business background highly desirable; or an equivalent combination of education and experience.

- Registration as a Massachusetts Professional Engineer and certification as an American Public Works Association Professional desirable.

- Comprehensive 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 and human resources management, including collective bargaining.

- Excellent public relations skills across a diverse array of constituencies; considerable negotiating skills and persuasiveness.

- High emotional intelligence and sensitivity to organizational, union, and political issues.

- Accomplished manager with experience planning and directing major infrastructure projects and public works operations and a demonstrated knowledge of sustainable practices and how they integrate into a public works operation.

- Have experience in intergovernmental relations, working with appropriate local, regional, state, and federal jurisdictions and agencies in a constructive and cooperative manner, presenting and representing Town-approved policies in an effective and authoritative manner.

- Have a record of keeping up to date and abreast of modern/innovative Public Works technology, programs and procedures, understanding how technology can be used to enhance transparency in government, increase efficiencies and provide better customer service for residents.

- Have familiarity, experience and appreciation for a climate in which snow and ice removal is a common occurrence.

- Be an articulate and an effective communicator, both orally and in writing and be someone who is comfortable listening to and talking with a wide spectrum of people; someone who can clearly and concisely present written and oral information to decision makers; willingly share information as appropriate.

- Be a strong administrative leader and be able to help Public Works staff to identify, analyze, prioritize, and thoroughly deliberate and address issues which are critical toward meeting both current and longer-range needs of the department and overall community.

- Be a collaborative leader willing to partner with internal and external stakeholders to address the overall public works needs of the Town.
Compensation and Benefits
The Public Works Commissioner is appointed by the Town Administrator and approved by the Select Board. The position reports to the Town Administrator. Starting salary range: $142,917.20 - $153,962.40 +/- DOQ, with an excellent benefit package.

HOW TO APPLY
Submit résumé, cover letter, and contact information for five professional references by March 6, 2020 online to Joellen J. Cademartori, CEO, GovHR USA, LLC – www.govhrusa.com/current-positions/recruitment.

Questions regarding the recruitment may be directed to Joellen J. Cademartori, CEO, GovHR USA at 847-380-3238.

The Town of Brookline is an Equal Opportunity Employer.