



CITY OF PEABODY

## HUMAN RESOURCES

### DEPARTMENT

CITY HALL, 24 LOWELL STREET, PEABODY, MA  
01960

Phone: (978) 538-5722/5721

**KAREN BUDROW**  
Human Resources Director

**POSTING DATE:** July 31, 2015

**KAREN MEAGHER**  
Benefits Manager

**CATHY TROMBLEY**  
Human Resources Aide

### EMPLOYMENT OPPORTUNITY

#### DIRECTOR of DEPARTMENT of PUBLIC SERVICES

**The City is seeking an experienced professional for a key management position in City government.** This position is highly responsible and will direct and manage the operation of the Department of Public Services consisting of the following divisions: engineering, roads and sidewalks, sewer, water and vehicle maintenance. Prepares budget required to meet obligations. May seek funds from sources such as grants, government and private sources. Position may be called upon at any time due to imperatives associated with DPS responsibilities. Exercises full supervision over a large number of employees engaged in performing department functions.

**Example of Duties and Responsibilities: (Full description available at HR Dept.)**

- Plans, directs and coordinates the operation and services of the Department of Public Services.
- Prepares Department budget requirements
- Directs public services including operation of water and sewage system and rubbish collection and recycling.
- Approves engineering designs and prepares estimates for various types of construction.
- Directs water and sewer systems design and construction and the maintenance of existing systems and operations of pumping stations.
- Directs highway program including new road construction and maintenance of entire City roadway system. Responsible for road preparation and clearance in snow and ice events.
- Consults and advises Mayor relative to public improvements, programs, services and major expenditures under jurisdiction of the DPS.
- Purchases all materials and equipment; controls expenditures to keep within provided appropriations; reviews and approves monthly bills.
- Supervises and assures appropriate performance by employees.

- Work with contractors, project managers, construction managers, engineers, department heads and the workforce to insure that the goals of projects and initiatives are met.
- Facilitate and coordinate all communications from the Mayor's Office ensuring that residents, and the business community are aware of the Mayor's public works projects that will impact their homes, neighborhoods and business operations; assure that impacts of public works projects are properly addressed and mitigated.

**Qualifications:**

Comprehensive knowledge of modern principles and practices of public works administration; comprehensive knowledge of the principles and practices of civil engineering as applied to the administration of diversified public works activities; thorough knowledge of the sources of engineering information and facility in the application of engineering methods. Able to establish and maintain effective working relationships with subordinates, other agencies and the public.

**Education and Experience:**

Requires a minimum of ten (10) years of experience in the field of civil engineering, sanitary engineering and water supply. A BS in civil engineering shall be accepted as a substitute for four years of the required experience. Five (5) years of experience shall have been related to the operation of municipal government.

Graduate work or additional courses in public works administration is preferred; possession of a license to practice as a registered professional civil engineer issued by the Commonwealth of Massachusetts is strongly preferred. Equivalent combination of experience and training which provides the required knowledge, skills, and abilities will be considered.

Excellent verbal and written communication skills are required.

Solid computer skills and working knowledge of Microsoft Office Suite of applications, including MS Outlook.

Thorough understanding of Labor Relations in a union work environment.

Knowledge of budgeting and financial policies and procedures.

Good judgment in interfacing with citizens, consultants, contractors, department managers, elected officials, city employees and state and federal agencies.

Excellent organizational skills.

**Qualified applicants, please send resume and cover letter by 8/21/15** to Director of Human Resources, 24 Lowell St. Peabody, MA 01960; email [cathy.trombley@peabody-ma.gov](mailto:cathy.trombley@peabody-ma.gov); fax 978-538-5982. The City is an EOE.