



**Job Advertisement**

**PUBLIC WORKS DIRECTOR  
TOWN OF BEDFORD, MA**

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The Town of Bedford (pop. 14,087) seeks candidates for the position of Public Works Director. The position reports to the Town Manager, and includes supervision of all functions and activities of Public Works including: engineering (with GIS), roadway maintenance and construction, refuse disposal & recycling, park and recreation area maintenance, athletic fields, cemetery maintenance and interments, snow removal, water supply, sewage collection and transport, and fleet maintenance and purchasing. The Public Works Department consists of 44.0 full time equivalents.

Responsibilities include, but are not limited to, supervision and training for departmental personnel; organization and direction of departmental activities through division operations managers; setting goals and assessing performance, taking necessary action to improve department's efficiency and services provided; directing road design, construction, repair and maintenance, sewer and water systems, parks, recreation areas, cemeteries, school grounds, and other department facilities utilizing in-house or outside engineering resources as needed; overseeing the care of public shade trees, proposing and implementing a long-term capital projects plan for infrastructure and equipment under the department's control; ensuring proper maintenance and timely replacement of the town-wide vehicle fleet; consulting with state, federal and other municipality officials on various Public Works matters; collaborating with other Town department heads relative to Town needs; receiving and addressing public's service requests and concerns; assisting with labor agreement negotiation, administration and employee grievance resolution; addressing the media and performing other public relations functions; securing and administering grants; supervising monthly water/sewer billing for residential and commercial users; representing the Town on various regional governmental committees and boards; and, maintaining current knowledge of legislative and technical developments regarding Public Works.

Candidates must have knowledge of the following: engineering practices and principles; construction practices and principles; report writing and preparation; and applicable Federal, State and local laws, codes and regulations.

Requirements include a bachelor's degree in civil engineering or related field; a minimum of ten years' experience (five at the management level) preferably in municipal setting; or, an equivalent combination of education and experience. A master's degree is highly desirable. Entry FY13 salary range for this position is \$83,383-\$101,102; maximum salary is \$118,821; initial compensation based on experience and education of finalist. A comprehensive and generous benefits package is offered.

The Town holds a AAA bond rating and has an active citizenry. Daytime population expands because of many businesses and institutions within the Town.

**Application for employment may be downloaded at: [www.bedfordma.gov](http://www.bedfordma.gov) The Town of Bedford Job Application is required to be completed in full by all applicants regardless of whether a resume is submitted.**

The deadline for applications is Monday, March 25, 2013. Please send completed applications, resume and letter of interest to:

Jessica Porter  
Assistant Town Manager  
Town of Bedford  
10 Mudge Way  
Bedford, MA 01730  
or fax to (781) 275-6310

**The Town of Bedford is an Affirmative Action/Equal Employment Opportunity Employer**