



## Town of Montague, MA Highway Superintendent

The **Town of Montague** (Pop 8,580) is a dynamic community comprised of five villages nestled along the Connecticut River in the upper Pioneer Valley of Western Massachusetts. The Town's landscape is a combination of rolling hills, fertile farmlands, historic mills, and distinct residential villages. Montague offers exemplary recreational opportunities which include cycling the Canalside Rail Trail, exploring the Montague Sandplains, floating along the Connecticut River, or perusing the shops and restaurants. The Town takes pride in its lively arts community and convenient access to the cultural resources of the "Five College Area."

### Fast Facts

Full Time DPW Employees: 19  
FY25 Department Budget: \$2,940,162  
FY25 Ch 90 Apportionment: \$481,778  
Road miles: 103  
Municipal Buildings: 9  
Combined Sewer Overflows: 2  
Public Works Facility Built: 2019



**Salary range is \$85,514 to \$105,239.** The successful candidate will receive an attractive compensation package including health and retirement plans and paid time off. Regular work week is Monday through Thursday, 40 hours/week, with evening and Friday work as may be required. The Town of Montague is an Equal Opportunity Employer.

### Guiding Plans

- ✓ [Capital Improvement Plan](#)
- ✓ [Complete Streets Plan](#)
- ✓ [MVP Preparedness Plan](#)
- ✓ [Comprehensive Plan](#)

## Government

### Core DPW Functions

- Roadway maintenance
- Sewer Collection System
- Municipal Facilities maintenance
- Grounds, Parks, and streetscape maintenance
- Trash Collection (contracted)
- Recycling Center

Montague has a Selectboard-Town Administrator form of government, with representative Town Meeting. The three-member Selectboard appoints the DPW Superintendent. The superintendent works under the direction of the Selectboard and is supervised by the Town Administrator on the Selectboard's behalf. In coordination with the Town Administrator's Office, the DPW Superintendent, with other Department Leaders serves on a core team that responds to immediate and strategic needs of the town.

## The Position

The DPW Superintendent is responsible for professional management of staff and operations of the Montague Department of Public Works to provide safe and effective utilities, facilities, and infrastructure in Montague.

Responsibilities include determining, scheduling, and assigning work and supervising staff and performing

supervisory and managerial functions for the department, including responding to personnel issues, developing and administering annual budget and capital improvement programs, maintaining regulatory compliance, and preparing reports and maintaining records for the department.



## Ongoing Progress

Montague is a CSO community operating under a 2024 issued NPDES permit. Reducing Inflow and Infiltration is a major priority in Montague. The Department recently expanded its capacity to operate and improve its sewer collection system.

The town will begin a contract with a new trash hauling service on July 1. The town has opted to pay a premium for improved service and the DPW Superintendent will be expected to help lead a smooth transition.

The Town is in the final stages of developing a pavement management program to be implemented in 2024. This is part of the town's effort to organize and efficiently manage its capital improvement planning.

The town has applied for a FY25 MVP grant to study stormwater conveyance system specifically in relation to outflows along highly erodible riverbanks.

The town has several capital projects in the pipeline including bridge rehabs, culvert replacements, sewer re-lining, pavement jobs, facility improvements and a complete streets project.

For priority review, please submit resume and cover letter (one single .pdf) by **Tuesday June 4, 2024** to:

Wendy Bogusz, Selectboard Executive Assistant  
Town of Montague  
[WendyB@montague-ma.gov](mailto:WendyB@montague-ma.gov)  
EEO/AA Employer  
[www.montague-ma.gov](http://www.montague-ma.gov)

## Ideal Candidate

Bachelor's degree in engineering, environmental science, business administration or a related field

Five or more years of related supervisory experience in a municipal setting

In-depth knowledge of municipal public works operations

Demonstrated ability to secure and administer state and federal grants to help fund critical Town projects

Superior skills in communications and citizen engagement

Working knowledge of Massachusetts public procurement, public records, and ethics laws

Ability to establish and maintain effective working relationships with employees, board members, union shops, town officials, vendors, and the general public

Valid Driver's license, preferably a Commercial Driver's license.

**Town of Montague  
DPW Superintendent**

The Town of Montague, MA Selectboard seeks qualified applicants for the position of Department of Public Works Superintendent. The position is responsible for professional management of staff and operations of the department. The Superintendent oversees a \$3.4M budget for a 20 employee Department. DPW has 103 road miles, 9 municipal buildings, and a combined sewer overflow sewer collection system under its purview. Montague boasts a modern DPW facility built in 2019.

Minimum qualifications include a bachelor's degree in a related field, and 5 to 7 years of related experience; or any equivalent combination of related education, training, certification, and supervisory experience.

The Town seeks an exemplary candidate with a thorough knowledge of municipal public works operations, superior skills in communication, demonstrated ability to effectively manage personnel, budgets, and contracts. The town seeks a candidate that is highly collaborative in their approach to work.

Salary starts at \$85,514 and the scale goes to \$105,239. Work week is Mon. through Thurs., 40 hours/week, with frequent evening and Friday obligations. The Town of Montague is committed to a collaborative team environment and competitive benefits. A job description is available at [www.montague-ma.gov](http://www.montague-ma.gov). Target start date is July 2024.

For priority review, please submit resume and cover letter by June 4, 2024 to:  
Wendy Bogusz, Selectboard Executive Assistant  
[WendyB@montague-ma.gov](mailto:WendyB@montague-ma.gov)  
EEO/AA Employer

## **Department of Public Works SUPERINTENDENT**

### **DEFINITION**

Position provides technical and managerial functions for the Public Works Department. Responsibilities include determining, scheduling, and assigning work and supervising staff and performing supervisory and managerial functions for the department, including responding to personnel issues, developing and administering annual budget and capital improvement programs, maintaining regulatory compliance, and preparing reports and maintaining records for the department.

### **ESSENTIAL FUNCTIONS**

*The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.*

- Supervision of the overall department, including the functions of all operations, including maintenance and repair of municipal roads, sidewalks, facilities, , bridges and culverts, stormwater drainage system, sewer collection system, , parks and grounds, landfills and recycling center, , tree maintenance, snow and ice removal, street sweeping, and roadside brush removal.
- Supervises staff, assigns and evaluates work, and responds to personnel inquiries, requests and complaints; receives and responds appropriately to grievances.
- Plans and administers the departmental budget and preparation of operating and capital budgets in coordination with municipal leadership and appropriate committees and boards.
- Oversees the writing and processing of bids by providing specifications; administers contracts and oversees work to ensure compliance with specification requirements.
- Plans and prioritizes workload and schedules personnel and other resources accordingly; ensures for the availability of the fleet and crew for response to unforeseen situations.
- Prepares for and responds to seasonal challenges including snow removal, snow and storm water, construction projects, and repair and maintenance of equipment and machinery.
- Represents the department to the public, municipal departments, boards, and committees, federal, state, and regional agencies and organizations; attends meetings involving capital projects or department operations.
- Ensures a safe, clean, and efficient workplace and a properly trained workforce.
- Responds to requests for service from the public and other town departments.
- Responsible for Departmental regulatory compliance and report submittals including but not limited to sewer collection system, landfill, and environmental permits for public works projects.

- Identifies, develops, and executes public works and municipal facilities related capital projects in conjunction with the town's Capital Improvement Plan.
- Advises and collaborates with CWF Superintendent and staff relative to sewer mainline maintenance, cleaning, and repair.
- Performs other related job duties as required.

### **SUPERVISION RECEIVED**

Under administrative direction, the Superintendent works from policies, goals, and objectives; establishes short-range plans and objectives and departmental performance standards and assumes direct accountability for department results; consults with the supervisor only where clarification, interpretation, or exception to policy may be required or as requested by the supervisor. Subject to Selectboard approval where appropriate, the employee exercises control in the development of departmental policies, goals, objectives, and budgets and is expected to exercise whatever means are necessary to resolve conflict that cannot be addressed at the department level.

### **SUPERVISION EXERCISED**

The Superintendent is accountable for the direction and success of programs accomplished through others. The manager is responsible for analyzing program objectives, determining the various departmental work operations needed to achieve them, estimating the financial and staff resources required, allocating the available funds and staff, reporting periodically on the achievement and status of the program objective, and recommending new goals. The Superintendent typically formulates or recommends program goals and develops written plans for achieving short and long-range objectives and determines organizational structure, operating guidelines, and work operations.

### **JUDGMENT AND COMPLEXITY**

Guidelines only provide limited guidance for performing the work, which may be in the form of administrative or organizational policies, general principles, legislation, or directives that pertain to a specific department or functional area. Extensive judgment and ingenuity are required to develop new, or adapt existing, methods and approaches for accomplishing objectives or to deal with new or unusual requirements within the limits of the guidelines or policies. The employee is recognized as the authority in interpreting the guidelines, in determining how they should be applied, and in developing operating policies for a major functional section of the organization. The employee accepts responsibility while exercising authority for planning, operating, and oversight.

### **NATURE AND PURPOSE OF CONTACTS**

Relationships are constant with co-workers, the public, and with groups and/or individuals who have conflicting opinions or objectives, diverse points of view, or differences where skillful negotiating and achieving compromise is required to secure support, concurrence and acceptance, or compliance. The employee may represent to the public a functional area of the organization on matters of procedures or policy where perceptiveness is required to analyze

circumstances in order to act appropriately.

### **CONFIDENTIALITY**

Employee has regular access at the departmental level to a wide variety of confidential information, including personnel records, medical records, lawsuits, and client records.

### **EDUCATION AND EXPERIENCE**

Bachelor's degree in engineering, environmental science, business administration, or a related field, and 5 to 7 years of related experience; or any equivalent combination of related education, training, certification, and experience.

Valid driver's license.

### **KNOWLEDGE, ABILITY, AND SKILLS**

Knowledge: Comprehensive technical and practical knowledge of the materials, methods, and techniques relative to public works projects and issues. Knowledge of the laws, rules, and regulations relating to public works projects including but not limited to procurement, public contracting, environment, and safety. . Thorough knowledge of public works financing and administration. Knowledge of snow and ice control techniques and practices.

Abilities: Ability to plan, prioritize, assign and supervise the work of groups of employees engaged in a variety of public works construction and maintenance operations. Ability to establish and maintain strong working relationships with town officials and departments, state/federal agencies, and the general public. Ability to communicate effectively in written and oral form. Ability to prepare and administer budgets, financial reports, and regulatory reports. Ability to read blueprints. Ability to continuously adapt to and use new office technology and programs common to the industry.

Skills: Effective communication skills, including public speaking and public relations; problem-solving skills; customer-service skills; financial management; supervisory and training skills.

### **WORK ENVIRONMENT**

The nature of duties may involve continuous presence of unpleasant or irritating elements, such as considerable noise, odors, chemical fumes, dust, smoke, heat, cold, oil, dirt, or grease. Work may be continually performed outdoors, regardless of weather conditions. May be required to be on call for 24 hours or be under prolonged pressure during emergency situations.

### **PHYSICAL, MOTOR, AND VISUAL SKILLS**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential function of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

#### **Physical Skills**

Work requires moderate and intermittent physical strength and effort daily, such as, lifting heavy objects (up to 50 lbs.), carrying the object(s), and stacking them or placing them in a vehicle or

storage area. In addition, pulling, pushing, standing, or walking for the full workday may also be involved. A great deal of physical effort must be exerted at this level.

**Motor Skills**

Duties involve assignments requiring application of hand-eye coordination with finger dexterity and motor coordination.

**Visual Skills**

Visual demands require routinely reading documents, blueprints, and plans. for general understanding and analytical purposes. Frequent computer use. Frequent driving and use of tools, equipment, and machinery. Need to visually assess conditions of facilities and equipment.