

# City of New Bedford, MA

## Job Description

**Job Title:** Commissioner of Public Infrastructure

**Pay Grade:** M-18

**Pay Range:** \$98,031 – \$122,548

### JOB SUMMARY

Responsible for the operations of the Department of Public Infrastructure; manages staff and Departmental goals; oversees the performance of duties given to the position by the Mayor, Departments, boards and commissions of the City.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

*The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job.*

- Directly responsible for all operations of the Department of Public Infrastructure, Water, Wastewater, Highways, Cemeteries, Forestry, Street Lights, Traffic Signals, Capitol Improvements, Parks and Energy.
- Serve as the executive head of the Department of Public Infrastructure and shall be responsible for supervising all departmental staff.
- Hire and employ necessary and qualified personnel as approved by the Mayor to carry out the duties of the department.
- Keep public ways clean and in good condition and repair.
- Exercise general control over the maintenance of streets, sewers, and drinking water in the City of New Bedford.
- Adopt the rules and regulations for use of the City's wastewater collection system, Water distribution and treatment system.
- Keep the railings and wearing surface of bridges in good order, and shall remove all dirt, snow and ice from the sidewalks; shall keep all bridges and the abutments, guards, draws and wharves thereof, clean and in good condition and repair.
- Direct responsibility for Snow and Ice Removal program.
- Ability to continuously deal with all State and Federal Agencies.
- Keep records of all plans, permit applications, and other records pertaining to the public infrastructure of the City of New Bedford.
- Perform such other duties as necessary and assigned.

*The duties listed above 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. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*

### MINIMUM QUALIFICATIONS

#### Education and Experience

- Bachelor’s Degree in Civil Engineering or a related discipline.
- At least ten years of Civil Engineering, Water or Wastewater work experience or experience in a related field.
- Any equivalent combination of education and experience.

**Licensing/Certification**

- Possession of a valid Massachusetts driver’s license and good driving record

**SPECIAL REQUIREMENTS**

- Criminal Offender Record Investigation (CORI) background check mandatory.

**SUPERVISORY RESPONSIBILITIES**

This position has formal supervisory responsibilities over other Department of Public Infrastructure employees including laborer force, office staff, professional and technical staff, and lower-level Department supervisors. Supervisors are responsible for signing performance reviews.

**PHYSICAL DEMANDS AND WORKING CONDITIONS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The work environment and exposures described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee works both inside and in outside weather conditions. The employee occasionally works near moving mechanical parts and is occasionally exposed to wet and/or humid conditions. The employee may work in high precarious places and be exposed to fumes, airborne particles, risk of electrical shock and vibration. The employee may be exposed to toxic or caustic chemicals.

The employee frequently is required to walk, sit, climb or balance, stoop or kneel, crouch or crawl and taste or smell.

The position involves heavy physical demands, such as exerting up to 100 lbs. of force occasionally, and/or up to 50 lbs. of force frequently, and/or up to 20 lbs. of force constantly to move objects.

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*The City of New Bedford, MA is an Equal Opportunity Employer.*