



EMPLOYMENT OPPORTUNITY
DPW DIRECTOR
Norwich, Vermont

Norwich, VT has an opening for its Director of Public Works. Under the direction of the Town Manager, this is a full-time, salaried position responsible for supervision of Highway, Transfer Station, Custodial, and Buildings & Grounds functions. Also, work includes collaboration with the Norwich Fire District.

The Director is expected to:

- Manage all aspects of the department including budget and capital budget development/implementation in a fiscally constrained environment.
- Translate the concepts of public works for a diverse set of individuals, including its crew, the Town Manager, the Selectboard, and the public at-large.
- Continue to improve upon the department's heightened attention to asset management, collaboration with other department heads, especially the Recreation Department, and efforts related to safety/risk management.
- Maintain the Town's rapport with neighboring DPW operations, the state (e.g., VTTrans), and the regional planning commission, among other important entities that can help bring added value to the department and the Town.

Minimum qualifications: BA/BS related to this field (e.g., engineering, public administration). At least 3-5 years of experience sufficient to thoroughly understand the diverse objectives/functions of DPW and its sub-works. The Director must be able to direct/coordinate work throughout DPW as based on typical Vermont seasons and with a predominately unionized workforce. Extensive senior level public works experience may be considered in lieu of a degree. Valid VT driver's license for the type of vehicle/equipment operated, including a CDL and its requirements (e.g., random drug & alcohol testing). Public presentation, writing, and quality "customer service" communication skills are important for this position. Salary is commensurate with experience, and the Town offers excellent benefits.

The position remains open until filled. However, applicants submitting a cover letter, resume, and professional references before **4:30 pm, Friday, July 30, 2021** will be given preference. In confidence, send or email application to:

Herbert A. Durfee, III, Town Manager
Town of Norwich
PO Box 376
Norwich, VT 05055-0376
hdurfee@norwich.vt.us

For additional information, including job description, visit the Town webpage at: www.norwich.vt.us
Equal Opportunity Employer