



Assistant Director of Public Works

JOIN OUR TEAM!

The Town of Brewster seeks a qualified and collaborative professional to serve as the Town's first Assistant Director of Public Works. This new position is responsible for performing administrative, supervisory, and technical work assisting the Public Works Director in managing the day-to-day operations of the DPW and the Recycling Center.

Duties include but are not limited to; assisting the Director with the development and submission of the department's five year capital plan, and the development, submission, and monitoring of the departments fiscal year budgets; in coordination with the Administrative Supervisor and the Town Procurement Officer, assists with and ensures compliance with local, state, and federal laws related to procurement of supplies and services, public works procurement, design services, and construction projects; prepares local and state environmental compliance reports and responds to requests from the public, local, and state officials for information as requested; attends meetings of town boards and committees as needed.

Associate degree or a master's level of trade knowledge; seven years of experience in public works maintenance, construction and repair or related work; three years in a supervisory capacity; MA procurement experience preferred; or any equivalent combination of education, training, and experience. **Is this the job for you?** [Click here for the full job description and more information on the skills and knowledge needed to be a successful candidate.](#)

This is a full-time, 40 hour a week position, covered under the Town's Personnel Bylaw Agreement, with a starting annual salary of \$86,424 - \$97,260 depending on qualifications and experience. Excellent benefits package, including paid time off, health insurance, and retirement benefits. Please send cover letter, resume, and Town employment application to Human Resources, employment@brewster-ma.gov. Position open until filled, with a priority deadline for review of October 1, 2023. EEO/AA