



The Town of Brookline, is a culturally diverse community with a population of 60,000 and is surrounded on three sides by Boston, including the neighborhoods of Brighton, Allston, Fenway-Kenmore, Mission Hill, Jamaica Plain and West Roxbury. The City of Newton is just west of the Town. Niche, the ranking and review website, placed Brookline as the best place to live in Massachusetts and 10<sup>th</sup> in the United States. Brookline's town government prides itself, its employees, and its customer service to residents, businesses and visitors as the foundation of such a ranking.

Public transportation is readily available for commuters and residents alike. Brookline public schools are excellent, as are the many private schools. Historic Fenway Park is a short subway ride away. Brookline is diverse both culturally and ethnically, and has an inclusive, sustainability-conscious, commuter and bike-friendly community.

For more information, please visit:

<https://www.brooklinema.gov>

The Town of Brookline seeks an innovative and dynamic professional to lead its Engineering and Transportation Division. The following profile describes the Town, the Division and the position.

### **ENGINEERING AND TRANSPORTATION DIVISION**

Engineering and Transportation is a Division of the Department of Public Works. The Public Works Department is managed by a Commissioner who oversees all divisions, including Engineering & Transportation, Highway & Sanitation, Parks & Open Space, and Water & Sewer. The Engineering and Transportation Director leads a staff of 14 and manages an annual budget of approximately \$1.45M.

Responsibilities of the Division are divisible into seven broad service areas: 1) Permit administration and inspection; 2) Archival maintenance and reference; 3) Interagency coordination and oversight; 4) CIP project engineering, management, and construction; 5) Multi-modal planning, analysis and review; 6) Public right-of-way signage, signalization, and accessibility; and 7) Management and administration of the Town's metered and permit parking program.

The Town has adopted a Complete Streets Prioritization Plan and Green Routes Network Plan 2020 and embarked upon several multi-modal improvement studies. The Division is responsible for the engineering review and public improvement portion of private developments. This portion of the work often occurs in projects with high visibility and public interest. Additionally, the Town is currently reviewing and updating its Climate Action Plan, which will have significant impacts on the design and implementation of capital projects. It is expected that the Division will play a significant role in this cross-departmental initiative.

### **RESPONSIBILITIES OF THE DIRECTOR**

The position of the Director of Engineering and Transportation is critical to the success of the organization. The position is a high-level Professional Engineering leadership position with administrative, supervisory and engineering responsibilities to further the mission of the Division, the Department and the Town organization. The Director has responsibility for all engineering projects and work relating to traffic rules and regulations, as well as intermodal transportation. The Director will also drive innovation within the Division, including implementation of new technologies and processes to enhance workflows and customer service. Under the administrative direction of the Town Administrator and Commissioner of Public Works, the Director works directly with the Transportation Board and the Select Board.

# Town of Brookline

## AT A GLANCE

**Population:** 60,000

**Division Operating Budget:** \$1.45M

**FY2021 Capital Projects**

**Expenditure:** \$13.5M

**FY2021-FY2026 Capital**

**Improvement Plan Budget:** \$73M

**Number of Staff:** 14

**Number of Staff Engineers:** 11

The Director's team also includes the Transportation Administrator and two Administrative Staff. Two Landscape Architects, assigned to the Parks and Open Space Division, support DPW initiatives and projects contracted and managed through the Engineering Division.

In FY22, the Transportation element budgeted approximately \$500K for Transportation Network Mitigation Projects, Signal Upgrades and Parking Meter Technology Upgrades. The Engineering and Highway element budgeted \$3.75M for street and sidewalk repair/replacement and the first phase of design for the \$26M Washington Street MATIP Complete Street Project. Additional FY22 capital funding managed by the Division includes: \$5.58 M for Stormwater Improvements, Water System Improvements, Wastewater System Improvements and Water Meter MTU Replacement and \$2.35M in Park and Playground Renovation Projects.

## THE IDEAL CANDIDATE

Brookline's next Director of Engineering and Transportation will be:

- A professional engineer with extensive technical, supervisory, and managerial experience in transportation and civil engineering.
- An energetic leader who values teamwork and diversity and who is able to inspire, mentor and train subordinates at all levels to work as a team and engage in a process of continual personal and departmental improvement.
- An engaged and contributing member of the DPW management team with a direct, collegial, and facilitative style that fosters joint problem solving.
- A forward thinker who is committed to leading-edge technology, improved roadways, robust bicycle and pedestrian accommodation and other infrastructure priorities. An individual of unquestioned integrity in their interaction with officials, citizens, businesses, contractors and subordinates.
- A problem solver and strategic thinker able to initiate and manage positive change in the organization for the benefit of the town.
- Able to communicate effectively with staff, officials, and the public verbally, in writing and in presentations.
- Able to be a positive spokesperson and representative for the Department's and Town's agenda at public forums and meetings and with federal and state agencies.

Responsibilities include but are not limited to:

- Management of the division and its work. Managing all projects, overseeing progress, quality of work and budget management.
- Supervising staff, assigning projects, performance management and professional development.
- Preparation of plans and work drawings and assists in overseeing construction, inspection and quality assurance of engineering elements of Town projects, affixing registered civil engineer's seal and/or requiring registered surveyors' seal to projects.
- Providing professional and technical advice on transportation and civil engineering projects and plans.
- Providing engineering support to DPW to ensure professional designed structures and systems.
- Overseeing the operation of the transportation system including over 57 traffic signal locations, public transportation, taxicabs, and rideshares.
- Overseeing the parking space rentals and residential permit parking, as well as the taxi cab, limousine, and rideshare industries.

# Town of Brookline



## DIVERSITY AND INCLUSION

The Town of Brookline recognizes and values diversity as a vital characteristic of the Town. Brookline celebrates the diversity of the community it serves and the individuals it employs, embracing the differences in race, color, religious creed, national origin, ancestry, gender, age, handicap, gender identity, sexual orientation, and military background.

The Town of Brookline believes it has a responsibility to capitalize on the strength emanating from these differences and has a duty to ensure its employees, citizens, vendors, and the members of the general public are treated with dignity and respect in all of their duties and dealings with the Town.

The Town of Brookline believes a workplace that attracts and retains diverse personnel will allow it to serve its citizenry more creatively, strategically, and productively.

## QUESTIONS AND REFERRALS

Should you have any questions regarding this opportunity, or a recommendation of a colleague, please contact **Mary Flanders Aicardi, Human Resources Practice Lead at 508-215-8992.**

Please see the Collins Center webpage for a full job description and other useful documents including organizational charts, benefit information and budget information at [www.umb.edu/cpm](http://www.umb.edu/cpm).

- Working closely with Planning Department, Planning Board, and Board of Appeals on new building projects in accordance with zoning bylaws relating to transportation and engineering.
- Conducting technical studies, evaluating data and making recommendations to boards, commissions and departments.
- Reviewing development proposals for impact on the community, including construction requirements, transportation, infrastructure, public safety and municipal service delivery.
- Preparing division budget and participating in the Town-wide Capital Improvement Plan.
- Assisting in all elements of the public procurement processes.

## QUALIFICATIONS

A Bachelor of Science degree in Civil or Environmental Engineering and a certificate of registration as a Professional Civil Engineer issued by the Massachusetts State Board of Registration for Professional Engineers, with at least seven to ten years of experience designing, planning, and directing complex engineering projects including three to five years at a management level is required; or any equivalent combination of education, training, certification and experience. However, individuals **without** the Professional Engineer will not be considered. A Master's degree in Transportation Engineering is desirable.

## SALARY AND BENEFITS

In addition to being a dynamic community, Brookline is an excellent place to work. The Town has a generous benefit package including health insurance contribution by the Town at 83% of premium for most plans, a health insurance opt-out incentive program, dental plan, flexible spending and dependent care plans, life insurance options, and deferred compensation options. The Town anticipates negotiating a competitive total compensation package with the selected candidate, DOQ, in the range of \$125,000 to \$140,000.

## APPLICATION AND SELECTION PROCESS

Please submit a resume and cover letter detailing your qualifications to: [recruitment.umb@gmail.com](mailto:recruitment.umb@gmail.com). Please combine all of your documents in a single PDF file and include **Brookline Engineer and your LAST NAME** in the subject line. Resumes and cover letters will be reviewed after the deadline of **March 18, 2021.**

Resumes will be screened and a group of candidates will be invited to an initial interview. Selected candidates will be invited to a second interview.