

COMMONWEALTH OF MASSACHUSETTS

CITY OF LOWELL

In City Council

ORDINANCE

An Ordinance creating five (5) new positions and establishing the salaries in various departments.

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The City Council, by virtue of the Massachusetts General Laws, Chapter 43, §105, has the authority to create and/or delete positions.

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF LOWELL, as follows:

The Code of Ordinances City of Lowell, Massachusetts, hereinafter called the "Code" adopted by the City Council on December 23, 2008, as amended, is hereby further amended as follows:

1. The following position and salary is created in the Department of Cultural Affairs & Special Events (CASE):

One (1) Communications Coordinator  
Ordinance, Non-Union  
DH08 - \$46,607.40 (min) to \$54,614.03 (max) annual  
35 hours per week

2. The following position and salary is created in the Department of Cultural Affairs & Special Events (CASE):

One (1) Assistant Special Events Coordinator  
Ordinance, Non-Union  
DH08 - \$46,607.40 (min) to \$54,614.03 (max) annual  
35 hours per week

3. The following position and salary is created in the Department of Public Works:

One (1) Deputy Commissioner of Public Works - Operations  
Ordinance; Non-Union  
\$124,698.16 (min) to \$146,508.38 (max) annual  
35 hours per week

4. The following position and salary is created in the Department of Public Works:

One (1) Assistant City Engineer  
Ordinance; Non-Union  
DH02 - \$105,875.45 (min) to \$124,359.93 (max) annual  
35 hours per week

5. The following position and salary is created in the Lowell Regional Wastewater Utility:

One (1) Wastewater Deputy Director  
Ordinance; Non-Union  
DH01 - \$124,698.16 (min) to \$146,508.38 (max) annual  
35 hours per week

All provisions of the Code of the City of Lowell, as amended, which are not inconsistent with this Ordinance shall continue in effect, but all provisions of said Code inconsistent herewith are repealed.

This Ordinance shall take effect upon its passage in accordance with the provisions of Chapter 43 and 40A of the General Laws of the Commonwealth of Massachusetts.

APPROVED AS TO FORM:

Corey Williams  
City Solicitor

**City of Lowell**  
**Job Description**  
**Please Post:**  
**Deadline:**  
**COMMUNICATIONS COORDINATOR**

**Job Title:** Communications Coordinator  
**Department:** Office of Cultural Affairs and Special Events  
**Reports To:** Assistant Director – Communications and Marketing, CASE  
**FLSA Status:** Exempt  
**Union:** Confidential/Ordinance/Non-Union Position  
**Salary:** DH08 - \$46,607.40 (min) to \$54,614.03 (max) annual

**SUMMARY**

The Communications Coordinator will develop, implement, manage, and monitor the public information, marketing, media relations, and outreach needs for a variety of assigned City projects and programs.

This role involves developing content for various platforms, managing media relationships, coordinating initiatives, and ensuring consistent branding across all communications channels.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

Content creation and management

- Develop, write, and edit content for press releases, newsletters, social media, website, and other communication materials
- Maintain and update website and social media platforms with timely and relevant information
- Design graphics, infographics, and multimedia content to enhance communication efforts

Community engagement

- Develop and support strategies to increase public participation and engagement
- Support language access to increase accessibility and inclusion

Branding and marketing

- Ensure consistent application of the City of Lowell’s branding and messaging guidelines
- Assist in developing marketing campaigns to promote municipal programs, services, and initiatives

- Monitor and analyze the effectiveness of communication strategies and campaigns

## **SUPERVISORY RESPONSIBILITIES**

None

## **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## **EDUCATION and/or EXPERIENCE**

Bachelor's Degree in marketing, design, journalism, or similar field required. Minimum of 1-2 years related experience and/or training; or equivalent combination of education and experience in a communications-related role. Experience in a municipal or government setting preferred.

## **LANGUAGE SKILLS**

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

## **MATHEMATICAL SKILLS**

Ability to calculate figures and amounts such as discounts, interest, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

## **REASONING ABILITY**

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

## **CERTIFICATES, LICENSES, REGISTRATIONS**

Valid Driver's license required.

## **PHYSICAL DEMANDS**

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit; use hands to finger, handle, or feel; and talk or hear. The employee is occasionally required to stand, walk, and reach with hands and arms. The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include distance vision, and color vision.

## **WORK ENVIRONMENT**

The work environment characteristics 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.

Work is performed in both office and field settings. Field work often includes rough or uneven terrain in undeveloped areas and can occur in adverse weather conditions. Frequently interacts with the public in the field, which may include exposure to hostile, offensive language or interactions with angry, volatile or mentally ill individuals who may be verbally abusive or threatening. Work involves moderate risks involved in working with the public and a variety of situation-specific conditions which may include exposure to toxic materials.

The noise level in the work environment is usually moderate.

The City of Lowell is a smoke and drug free employer and requires a physical with drug screen and CORI, post offer.

*Qualified individuals should send application/resume with cover letter to the Human Relations Office, Mary Callery, HR Director Room 19 - City Hall, Lowell, MA 01852 by the **Deadline***

*Applicants may also send resume with cover letter to fax 978-446-7102 or email to [cityjobs@lowellma.gov](mailto:cityjobs@lowellma.gov)*

**EOE/AA/504 Employer**



Diandra Silk  
*Assistant Director of Marketing and Communications  
Office of Cultural Affairs and Special Events*

## MEMORANDUM

**TO:** Hannah Hession, Assistant Contract Administrator

**FROM:** Diandra Silk, Asst. Director of Communications and Marketing - CASE

**CC:** Conor Baldwin, CFO; Austin Ball, Deputy CFO; Neil Osborne, HR Director

**SUBJECT:** Proposal for the Creation of a Communications Coordinator Position

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### Background

Our communications team, established just 16 months ago, has already accomplished significant milestones. We have:

- Enhanced the City's online presence through regular website updates and engaging social media content
- Developed and distributed informative press releases and announcements
- Coordinated several successful community initiatives, including:
  - Lowell Current video series in partnership with LTC
  - Open Lowell inclusivity platform with local events and video series in partnership with several local businesses and individuals
  - Munch Madness giveaway in partnership with the Greater Lowell Chamber of Commerce
- Increased language access in both the City's marketing efforts and vital community information from other departments, such as Parking and the Fire Prevention Bureau

There is still so much more we need to do to meet the growing demands for information and engagement from our community. I propose the creation of a new position within our municipality: a Communications Coordinator. This position will enable us to build on our current success and address areas where more attention and resources are required.

### Reasons and Goals

In looking to the future of Communications within the City of Lowell, we want to:

- Grow our capacity to support translated materials and increase accessibility to information
- Improve the website experience for users, as this is a critical touchpoint resident engagement
- Facilitate departments' efforts to share resources, information, and achievements
- Formalize our approach to social media, a powerful tool for engaging with our community
- Better utilize analytics and reporting to further enhance our communications strategies

- Increase outreach efforts and methods to build inclusivity, and ensure more information is available in multiple languages

The Communications Coordinator will enhance our team's capacity and help us better serve the community. Building out the Communication team will help with coverage and support for all municipal activities.

### **Conclusion**

The addition of a Communications Coordinator will significantly enhance our communication capabilities, allowing the team to build on previous success and better serve our community. Improved public engagement can increase community support for City initiatives, potentially leading to higher participation and opportunities across all departments. Ultimately, we want to increase transparency, improve public engagement, and help build a stronger, more connected City. Thank you for your consideration of this proposal.

**City of Lowell**  
**Job Description**  
**Please Post: July 1, 2024**  
**Deadline: July 12, 2024**  
**Office of Cultural Affairs and Special Events**  
**Assistant Special Events Coordinator**

**Job Title:** Assistant Special Events Coordinator  
**Department:** Cultural Affairs and Special Events  
**Reports To:** CASE Director, Special Events Coordinator and designated personnel  
**FLSA Status:** Exempt  
**Union:** Confidential/Ordinance/Non-Union Position  
**Salary:** DH08 - \$46,607.40 (min) to \$54,614.03 (max) annual

**SUMMARY**

The Assistant Special Events Coordinator will report to the Director of CASE and works closely with the Special Events Coordinator to handle administrative responsibilities and assist in coordinating communications and events at City Hall or JFK Plaza, including but not limited to: Flag Raisings, processions events permitted on JFK Plaza or at City Hall, Art in City Hall Shows. In addition, the Assistant Special Events Coordinator will assist in processing permits for other events as directed by the Special Event Coordinator or Director of CASE. The Assistant Special Events Coordinator will staff City events and provide departmental support as needed.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

- Coordinate and Process Permit Applications for Flag Raisings and Processions
- Coordinate permits for all City Produced City Hall/JFK Plaza events or events on the plaza produced by other organizations
- Design and generate signage and promotional material as needed
- With the Director of CASE coordinate Art in City Hall Series
- With the Director of CASE and Manger's Office coordinate Busker Series and other special programing
- Attend all City Produced Events
- Serve as the CASE Representative at other permitted special events (example: Puerto Rican Festival, South East Asian Water Festival, Lowell Kinetic Sculpture Race) as directed by the Special Events Coordinator or Director of CASE
- Answer questions and offer assistance to members of the public coming into the office for

information on events or permits

- Provide General administrative support to the CASE Office.

## **SUPERVISORY RESPONSIBILITIES**

None

## **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Excellent computer skills, especially use of MS Outlook and MS Office Suite.
- Excellent organizational skills, including maintenance of an accessible filing system and databases, advance planning for supplies, and project-specific needs.
- Excellent written and oral communication skills.
- Ability to multi-task and function independently to ensure all schedules/deadlines are met.
- Ability to regularly work nights and weekends
- Able to lift 25lbs
- Interest in non-profit management, arts and culture and community development preferred.
- Good humor, strong interpersonal skills, and willingness to work both independently and with a team in a fast-paced environment.

## **EDUCATION and/or EXPERIENCE**

Experience with special events and public sector helpful but not required

## **LANGUAGE SKILLS**

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

## **MATHEMATICAL SKILLS**

Ability to calculate figures and amounts such as discounts, interest, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

## **REASONING ABILITY**

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

## **CERTIFICATES, LICENSES, REGISTRATIONS**

Valid Driver's license required.

## **PHYSICAL DEMANDS**

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit; use hands to finger, handle, or feel; and talk or hear. The employee is occasionally required to stand, walk, and reach with hands and arms. The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include distance vision, and color vision.

## **WORK ENVIRONMENT**

The work environment characteristics 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.

Work is performed in both office and field settings. Field work often includes rough or uneven terrain in undeveloped areas and can occur in adverse weather conditions. Frequently interacts with the public in the field, which may include exposure to hostile, offensive language or interactions with angry, volatile or mentally ill individuals who may be verbally abusive or

threatening. Work involves moderate risks involved in working with the public and a variety of situation-specific conditions which may include exposure to toxic materials.

The noise level in the work environment is usually moderate.

The City of Lowell is a smoke and drug free employer and requires a physical with drug screen and CORI, post offer.

*Applicants may also send resume with cover letter to fax 978-446-7102 or email to [cityjobs@lowellma.gov](mailto:cityjobs@lowellma.gov)*

**EOE/AA/504 Employer**



Peter Crewe  
*Director*

## MEMORANDUM

**TO:** Hanah Hession, Assistant Contract Administrator

**FROM:** Peter Crewe, Director Cultural Affairs and Special Events

**CC:** Conor Baldwin, CFO; Austin Ball, Deputy CFO; Neil Osborne, HR Director

**SUBJECT:** Proposal for the Creation of an Assistant Special Events Coordinator

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### Background

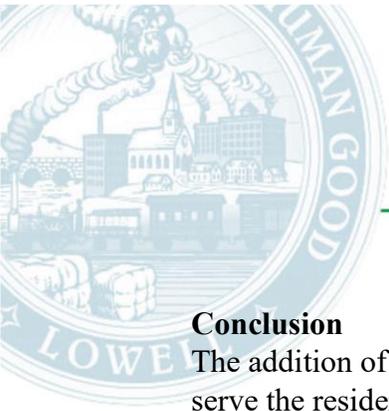
The Office of Cultural Affairs and Special Events was created to serve as a hub for Special Events in the City of Lowell as well as to be an event producer for the City. To facilitate that goal the position of Special Events Coordinator was created. That position plays a pivotal role in both City Produced Festivals and as the key point of contact for Events and Festivals that occur within the City but are produced by other organizations (Folk Fest, Southeast Asian Water Festival, Puerto Rican Festival, etc). Since the creation of that position, the number of festivals and events within the City has grown substantially. City produced events like July 4<sup>th</sup>, City of Lights, and WinterFest have also grown in size and complexity. Additionally, the CASE Office's portfolio of responsibilities has continued to increase to include permitting and producing public art projects, City Hall Exhibits and Manager's Office initiatives. This position will enable us to meet the increased needs of the community and continue to provide a high level of service to the residents of Lowell.

### Reasons and Goals

In looking to the future of the CASE Office we want to:

- Continue the trend post pandemic of increasing the number of events within the City of Lowell annually
- Increase the number of Flag raising and cultural events that happen at City Hall
- Increase the level of service we are able to provide to the residents of Lowell through increased support of cultural events
- Provide an increased level of support to other festival producers
- Expand the programming produced by the CASE Office
- Invest in staff retention by not overburdening existing staff with an unsustainable workload

The Assistant Special Events Coordinator will enhance the CASE Office's capacity and allow us to better serve the residents of Lowell. The addition of this position will help with coverage and support for all of the festivals and events in the City.



**Peter Crewe**  
*Director*

### **Conclusion**

The addition of the Assistant Special Events Coordinator will significantly enhance our ability to serve the residents of Lowell, allowing us to build on our success as a resource for the community and as an event producer. The Assistant Special Events Coordinator will support Council objectives of increasing the number and scope of events in Lowell, leading to higher engagement and greater representation of and within the community. Ultimately, we want to continue seeing an increase in events in Lowell that represent the global community that live here and continue to build a stronger, more connected City. Thank you for your consideration of this proposal.

**City of Lowell**  
**Job Posting**  
**Please Post: May , 2024**  
**Deadline: May , 2024**  
**Deputy Commissioner of**  
**Public Works -Operations**

**Job Title:** Deputy Commissioner of Public Works -Operations (1100-DH01, 2749)  
**Department:** Department of Public Works  
**Reports To:** Commissioner of Public Works  
**FLSA Status:** Exempt  
**Salary:** \$124,698.16 (min) to \$146,508.38 (max) per City Ordinance, annually.

**SUMMARY**

Under the Direction of the Commissioner of Public Works, serves as the Director of Operations to support the Commissioner by acting on their behalf representing the department at internal and public meetings at the Commissioner's request. Plays an integral role as the leader coordinating and/or managing the project management pipeline for the DPW. Defines departmental procedures, advocates for proper resources/tool to efficiently deliver services to the residents of the City. Direct public works operations in accordance with Federal, State and Local laws and policies.

**DEFINITION**

Performs highly responsible professional, administrative and supervisory work to plan, organize, direct, coordinate and control all functions and activities of the Public Works Department including Engineering, Streets/Bridges, Public Lands and Buildings, Parks and Cemeteries, Solid Waste, Sustainability, Recycling and Hazardous Waste programs, Capital Projects, and provides technical assistance to various municipal boards; and all other work as required that is logical to the position.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

*The essential functions or duties listed below are intended only as illustration of the various types of work that may be performed and are representative of those that must be met by an employee to successfully perform the essential functions of the job. 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.)*

Supports the Commissioner with the following tasks: Provides all departmental services to the City, as well as aids in managing the general fund budget and enterprise fund budgets; design and direct construction of public works projects and determine their scope and schedule; recommends, develops, implements, and coordinates City policies and programs.

Provide overall direction to operating and administrative divisions; works collaboratively to develop department goals and objectives; design departmental organization structure; assess performance in relation to established goals; and take appropriate action to improve departmental efficiency and service provision.

At the request of the Commissioner may be responsible for the construction, repair and maintenance of city streets, facilities and parking lots and drainage systems; parks and recreational facilities; certain construction, repair and maintenance of town buildings, structures, vehicles, and facilities; solid waste collection, disposal and recycling, snow removal operations, engineering and traffic, and other City operations and facilities.

Aids in the preparation of the annual department operating and capital budgets and enterprise funds; present budget recommendations and justifications; review and analyze performance against budget and develop appropriate control procedures; and oversee the specification and procurement of department supplies, materials and equipment; advise and assist the City Manager in the long-range planning for future expansion of facilities; formulate, present and explain short-range budgets and capital projects before City Manager, City Council and other groups as necessary; regularly inform City Manager on the status or programs, operations and condition of facilities.

### **SUPERVISION**

Works under broad policies as prescribed by the Commissioner; reports directly to the Commissioner. Delegates considerable authority for the performance of technical and day-to-day administrative activities to appropriate divisional personnel as the major emphasis is on overall administration and coordination; but is responsible for the supervision of subordinate managers who supervise employees.

### **MINIMUM QUALIFICATIONS**

*Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the necessary knowledge and abilities is:*

### **EDUCATION AND EXPERIENCE:**

Graduation from a four-year college or university with a Bachelor's degree preferred in environmental engineering, public administration, management or a closely related field; Master's degree preferred; 8-10 years of project management, construction, and administrative experience, for which two years must have been in a supervisory, managerial or administrative capacity, preferably including experience in municipal public works with 2 years as a director or assistant director.

### **KNOWLEDGE, ABILITY AND SKILL**

Knowledge and experience with municipal procurement, public construction laws and practices, federal, state, and local laws and regulations governing streets, public construction and knowledge of Wastewater Treatment Facilities, Municipal Water Systems, and DPW operations including comprehensive technical knowledge of public works materials, methods, and techniques.

Considerable and demonstrated knowledge of the concepts, methods, techniques and materials of civil engineering and public works management in a municipal setting; ability to initiate and manage change in innovative ways and to initiate and implement programs and procedures and to evaluate their effectiveness; ability to plan, assign and supervise the work of groups of employees performing varied functions related to public works administration.

Ability to establish and maintain harmonious relationships with City departments, elected and appointed officials, state agencies, the general public; ability to direct personnel and operations under emergency conditions; perform all aspects of the position with honesty and integrity. Ability to exercise judgment and discretion to establish, apply and interpret departmental policies and procedures; ability to carry out complex oral and written instructions and to express ideas clearly concisely, both orally and in writing. to organize, direct and coordinate the activities of several divisions; to develop long-term plans and programs and to make major policy decisions on complex technical and administrative problems; ability to plan, manage others, analyze, carry out projects, consult and offer advice, and facilitate groups; requires highly effective written and oral communication skills.

Knowledge of the applicable provisions of the General Laws and local bylaws, and of materials, methods and techniques utilized in related to public works construction, maintenance, design, selection, contract bidding, awards, and management; of automotive and construction equipment usage, maintenance, and related equipment; of electrical systems; of refuse collection, disposal, and recycling.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

Must possess & maintain a valid Massachusetts motor vehicle operator license. Advantageous but not required: Massachusetts Procurement Officer Certification, Construction Supervisor License, EIT, RLS, LEED certifications, Professional Engineer License.

### **WORK ENVIRONMENT**

Duties are performed under typical office conditions, operates standard office equipment; field work may involve inspection or on-site visits to land use developments, construction sites, or public works facilities. Noise level is usually quiet to moderate. Perform varied and highly responsible functions requiring extensive independent judgment to ensure compliance with applicable laws, regulations, collective bargaining agreements, and departmental policies.

Frequent contact with employees, departments, elected and appointed officials, citizen or governmental committees, state and federal personnel and agencies, vendors, consultants, contractors, outside organizations, and the general public. Has control of confidential information such as departmental personnel records, bid/proposal information, labor and collective bargaining matters, investigations, and other information regarding employees.

Errors in judgment and administration decisions may cause an adverse impact on employee morale, cause confusion and delay; legal or financial repercussions; waste of public funds, lower standards of service that could seriously affect the public image of the department or the town; and significantly impact long-term capital planning and infrastructure.

### **PHYSICAL REQUIREMENTS**

Occasional periods supervising or inspecting in non-office environments, including garages, water and/or sewer facilities, landfills, parks, and recreational areas, including outside weather conditions, being near moving mechanical parts and be exposed to wet and/or humid conditions, fumes, or airborne particles, toxic or caustic chemicals, or risk of electrical shock, and vibration.

Administrative duties are performed under typical office conditions with normal physical effort required to perform management duties including driving, standing, walking, regular sitting,

talking, and mental concentration for extended periods; intermittent moderate effort required for tasks such as moving files or related office equipment. Position requires the ability to operate a keyboard and view computer screens for an extended period of time and the ability to adjust focus; hearing ability requirements include ability to interact with subordinates, the public, elected or appointed officials and outside organizations.

### **SPECIAL REQUIREMENTS**

Must possess a valid Massachusetts driver license or have the ability to obtain one prior to employment. Some evening work is required to attend meetings and hearings.

*(This job description does not constitute an employment agreement between the employer and employee. It is used as a guide for personnel actions and is subject to change by the employer as the needs of the employer and requirements of the job change.)*

The City of Lowell is a smoke and drug free employer and requires a physical with drug screen and CORI, post offer.

***Qualified individuals should send application/resume with cover letter to the Human Relations Office, Neil Osborne, HR Director Room 19 - City Hall, Lowell, MA 01852 Deadline~ May, 2024.***

**EOE/AA/504 Employer**



Paul St. Cyr  
DPW Commissioner

## MEMORANDUM

**TO:** Thomas A. Golden Jr., City Manager

**FROM:** Paul St. Cyr, Commissioner

**DATE:** May 15, 2024

**SUBJECT:** New Position Request – DPW Deputy Commissioner -Operations – FY25’

Over the last two years, the City has embarked on a robust plan to aggressively attend to the needs of the aging infrastructure across the city. This work draws on nearly every division to step up the daily activities of the division as well as taking on new projects. These activities include efforts within city buildings, public ways, and parks. In many cases, the department will move forward bringing many project activities in-house. In the long term, dramatic savings will be gained by providing the divisions with the tools and resources to complete this work in a timely way that benefits the residents and the City. Additionally, a firm commitment is in place to invest in the capital needs by moving forward with countless projects, some individually stretching into the tens of millions of dollars across all city assets.

To take on this effort, coordination of all parties is key to efficiently make use of the resources available. This strategic plan is expected to continue for at least the next ten years and the commitment of time, and resources is great. Additionally, due to the influx of Federal and State funds, many of our own projects, and those under the guidance of MASSDot and MSBA have also gained traction. The creation of this operational role is key in lending ongoing support to these agencies to the planning and day to day management of the projects. These projects take a significant amount of time to manage as there is often the need to review and comment on scope, provide research, attend day and evening meetings to name a few of the responsibilities. All these efforts are in addition to the everyday tasks of the DPW Commissioner.

To summarize, The project coordination and support to the divisions from the Commissioner has increased significantly over the past two years. As described above, as it appears that this workload will only increase in the coming years, I am requesting the additional position of a Deputy Commissioner of Operations to help coordinate these efforts, to share many of responsibilities of the Commissioner, which in turn will give greater “bandwidth” to the position responsible for the overall performance of the DPW Department. Included, is a draft version of the job description for the proposed position with the hopeful anticipation of the support of the Administration and the City Council.

**City of Lowell**  
**Job**  
**Description**  
**Please Post: May, 2024**  
**Deadline: May, 2024**  
**Public Works Department**  
**Engineering Division**  
**Assistant City Engineer**

**Job Title:** Assistant City Engineer (DH 02)  
**Department:** Department of Public Works, Engineering Division  
**Reports To:** City Engineer & other designated personnel  
**Union:** Non-Union; Ordinance  
**FLSA Status:** Exempt  
**Salary:** (min) to (max) annual; 35 hours per week

**SUMMARY**

Works with the City Engineer and staff on a variety of municipal engineering projects under the direction of the City Engineer. Responsibilities include leading and participating in survey work; preparing engineering designs, specifications and bid documents for public works projects; administering related contracts and inspecting related construction projects; and direct activities of the division in the absence of the City Engineer.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

**(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 or direct by the City Engineer and other designated personnel)**

- Assist in plans the divisions annual and long-rang work programs, schedules, and work assignments.
- Assist in annual preparation of department budget.
- Manage staff of construction project including assigning work, reviewing performance, establishing schedules, providing guidance and instruction on technical and policy matters, and other direct supervisory tasks
- Prepare technical specifications, contract documents, and construction cost estimates for civil engineering projects such as roadway and sidewalk construction and maintenance, public facility construction, and sewer and stormwater improvements.
- Coordinate work of City contracted construction firms and outside parties such as private utility companies as related to roadway resurfacing and sewer rehabilitation construction.
- Examine and review plans, specifications, and cost estimates for conformance to sound engineering and construction principles and practices, cost effectiveness, and environmental impact to then recommend revisions or corrections for approving proposed projects.

- Inspect construction and maintenance projects for compliance with plans, specifications, standard engineering and construction principles and practices, health and safety concerns, and contractual obligations.
- Perform duties such as compiling, correlating, and reviewing engineering data, drafting plans, preparing maps and presentations, attending meetings and conferences, and providing technical advice regarding such matters as constructability, regulatory codes, and construction costs.
- Maintain records and prepare reports on matters such as construction costs, field changes, project status, and justifications for contract proposals.
- Perform field inspections of utilities connections for public and private projects to ensure proper permitting and conform with City regulations.
- Coordination with various city department, regional and state agencies.
- Provides engineering support to all DPW divisions, City offices, Boards, and Committees to insure professionally designed structures and systems.
- Assist with bid documents preparation.
- Review various permit applications.
- Other duties as may be assigned.

#### **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

#### **EDUCATION and EXPERIENCE REQUIREMENTS**

- Bachelor's degree in civil engineering.
- Seven (7) years of related work experience, with a minimum of three (3) years in a managerial capacity.
- Professional Engineering (PE) license.
- Experience managing teams of multiple subordinates.
- Experience in design and construction of roadways, sidewalks, bridges and public utilities.
- Experience in paving quality control, bituminous asphalt examination, pavement management, and pavement preservation.
- Experience in negotiation and conflict resolution with respect to construction firms and contracts.
- Proficient computer skills including AutoCAD Civil 3D, GIS, Microsoft Office (Word, Excel, Outlook, etc.), Adobe Pro and engineering calculation.
- Survey calculation and operating of total station is desirable.

#### **CERTIFICATES, LICENSES, REGISTRATIONS**

Registered as a professional civil engineer in the Commonwealth of Massachusetts and Massachusetts Class D driver license required. OSHA 10 hours construction safety training or ability to obtain within 6 months of hire.-

#### **LANGUAGE SKILLS**

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Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to top management, public groups, and/or boards of directors.

**MATHEMATICAL SKILLS**

Ability to apply advanced mathematical concepts such as exponents, logarithms, quadratic equations, and permutations. Ability to apply mathematical operations to such tasks as frequency distribution, determination of test reliability and validity, analysis of variance, correlation techniques, sampling theory, and factor analysis.

**REASONING ABILITY**

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

**PHYSICAL DEMANDS**

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is occasionally required to sit; climb or balance; and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, and peripheral vision.

**WORK ENVIRONMENT**

The work environment characteristics 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 is frequently exposed to moving mechanical parts, fumes or airborne particles, and outside weather conditions. The employee is occasionally exposed to high, precarious places; toxic or caustic chemicals; risk of electrical shock; and vibration. The noise level in the work environment is usually moderate.

The City of Lowell is a smoke and drug free employer and requires a physical with drug screen and CORI, post offer.

Qualified individuals should apply by the deadline of April 12, 2023 by submitting application/resume with cover letter using the City of Lowell job opportunities online portal: <https://ess.lowellma.gov/employmentopportunities>

*The City is committed to encouraging diversity and inclusion through equitable opportunities for all community members. The aim is for our workforce, including contractors, to be truly representative of all sections of society and our community, and for each team member to feel respected while fostering belonging.*

*EOE/AA/504 Employer*



Paul St. Cyr  
DPW Commissioner

## MEMORANDUM

**TO:** Thomas A. Golden Jr., City Manager  
**FROM:** Paul St. Cyr, Commissioner  
**DATE:** May 15, 2024  
**SUBJECT:** New Position Request – Deputy City Engineer – FY25'

Over the last two years, the City has embraced a robust plan to aggressively attack horizontal construction that span measures including road preservation to full roadway and sidewalk replacement. In addition to this work, a concentrated effort to gather the utility stakeholders within the city to meet and coordinate the infrastructure work underway between National Grid and the city's Water and Wastewater Divisions. Coordination of all parties is key to efficiently make use of the resources available. This strategic plan is expected to continue for at least the next ten years and the commitment of time, and resources is great.

Additionally, due to the influx of Federal and State funds, many projects under the guidance of MASSDot have also gained traction. The City's Engineering Division is key in lending ongoing support to these agencies to the planning and day to day management of the projects. Currently, there are six such projects going on in the city. These projects take a significant amount of time out of the City Engineers week as they must review and comment on scope, provide research, attend day and evening meetings to name a few of the responsibilities. All these efforts are in addition to the everyday tasks of Engineering including the review and consultation of DPD planned projects, developer projects, inspections of all related work, the list is vast.

To summarize, The project output from this department in the past two years has increased sixfold. As described above, as it appears that this workload will only increase in the coming years, I am requesting the addition of a Deputy City Engineer to help coordinate these efforts, to share many of responsibilities of the City Engineer, which in turn will give greater "bandwidth" to the position responsible for the final approval for the division. Included, is a draft version of the job description for the proposed position with the hopeful anticipation of the support of the Administration and the City Council.

## City of Lowell

### Job Description

#### Lowell Regional Wastewater Utility – Deputy Director

**Job Title:** Wastewater Deputy Director

**Department:** Wastewater

**Reports To:** Wastewater Executive Director

**FLSA Status:** Exempt

**Union:** Ordinance/Non-Union

**Salary:** DH01 124,698.16 (min) to 146,508.38 (max) annual; 35 hours per week

#### SUMMARY:

The Wastewater Deputy Director is a key member of the Lowell Regional Wastewater Utility's leadership team, providing strategic support and oversight across all operations. In the Executive Director's absence, the Deputy Director assumes full responsibility, ensuring the uninterrupted and efficient continuation of critical wastewater treatment and utility functions. This role manages daily activities, supervises staff, and plays a vital role in planning, budgeting, and capital projects for the Wastewater Utility. The Deputy Director is also responsible for managing and reviewing all Wastewater Utility programs, with a particular focus on the successful implementation of the Lowell Combined Sewer Overflow (CSO) mitigation program and long-term control plan, adhering to the established EPA Consent Decree agreement.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** Include the following. Other duties may be assigned.

- Collaborates closely with the Executive Director to develop and implement comprehensive policies for the Lowell Regional Wastewater Utility.
- Participates in shaping personnel policies, including recruitment, training, and performance management strategies for the Utility's workforce.
- Actively supports the development and implementation of efficient fiscal plans and budgets for the Wastewater Utility.
- Analyzes financial data and trends to ensure responsible resource allocation and cost control across all departments.
- Oversees daily operations of the Wastewater Utility, ensuring adherence to industry best practices and strict compliance with all environmental regulations.

- Implements and maintains quality control measures throughout the treatment process to guarantee effluent quality and environmental protection.
- Provides direct oversight and guidance to all divisions within the Wastewater Utility, including Administration, Operations, Laboratory, Maintenance, and Engineering.
- Works collaboratively with departmental managers to set performance goals, identify resource needs, and address operational challenges.
- Champions continuous improvement initiatives across all divisions, actively seeking opportunities to enhance efficiency, productivity, and cost-effectiveness in wastewater treatment processes.
- Analyzes data and identifies areas for improvement in resource utilization, process optimization, and technological advancements.
- Assumes the full range of duties and responsibilities of the Executive Director in their absence, ensuring the smooth and uninterrupted operation of the Wastewater Utility.
- Provides oversight for Wastewater Utility capital projects, including budgeting, scheduling, and ensuring adherence to project goals, regulations, and timelines.
- Manages project teams, coordinates with contractors and vendors, and monitors progress to ensure successful project completion within budget constraints.
- Manages and reviews all Wastewater Utility programs, ensuring they effectively meet strategic objectives, comply with regulatory requirements, and operate within budgetary limitations.
- Leads the successful implementation of the Lowell CSO mitigation program and long-term control plan, adhering to the established EPA Consent Decree agreement.
- Assists in securing essential funding for the Wastewater Utility through grant opportunities offered by federal and state agencies.
- Prepares grant proposals, manages application processes, and oversees grant administration to secure financial resources for vital projects and initiatives.
- Fosters a positive and productive work environment that promotes employee engagement, professional development, and job satisfaction within the Wastewater Utility.
- Implements strategies to maintain high morale, address employee concerns, and cultivate a collaborative and respectful workplace culture.
- Maintains effective relationships with city officials and the public, acting as a key point of contact for addressing concerns and inquiries regarding the Wastewater Utility's operations and services.
- Provides clear and transparent communication to the community, ensuring public awareness and understanding of the Wastewater Utility's role in environmental protection.

## SUPERVISORY RESPONSIBILITIES

Provides leadership and oversight to up to five assigned subordinate managers, who are responsible for a total of 43 employees across various departments: Administration, Operations, Laboratory, Maintenance, and Engineering. Ensures the overall direction, coordination, and evaluation of these units, adhering to organizational policies and applicable laws. Responsibilities include interviewing, training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

## QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### EDUCATION and/or EXPERIENCE

Bachelor's degree in engineering, environmental science, public administration, or a related field (Master's degree preferred).

Minimum 5 years of experience in wastewater utility operations, with a focus on management or leadership; proven experience in supervising and motivating staff across multiple departments; strong understanding of wastewater treatment principles, processes, and regulations; experience in managing and reviewing complex programs; excellent financial literacy and budgeting skills; effective communication, interpersonal, and problem-solving skills; ability to work independently and collaboratively in a fast-paced environment.

Knowledge of United States Environmental Protection Agency (EPA) and Massachusetts Dept. of Environmental Protection (DEP) permit requirements, laws, rules and water quality regulations. Ability to establish effective working relationships with subordinates, representatives of the City, and the public. Initiative and resourcefulness in handling general administrative problems.

#### LANGUAGE SKILLS

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

#### MATHEMATICAL SKILLS

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

#### REASONING ABILITY

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

**PHYSICAL DEMANDS** 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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit; use hands to finger, handle, or feel; and taste or smell. The employee is occasionally required to stand, walk, and reach with hands and arms. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, and depth perception.

#### **WORK ENVIRONMENT**

The work environment characteristics 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 is frequently exposed to moving mechanical parts, toxic or caustic chemicals, risk of electrical shock; and vibration. The employee is occasionally exposed to wet and/or humid conditions; high, precarious places; fumes or airborne particles; and outside weather conditions. The noise level in the work environment is usually moderate.



# Lowell Regional Wastewater Utility

451 First St. Blvd., Route 110 • Lowell, MA 01850

Tel: 978-674-4248 • Fax: 978-459-3826 • [www.lowellma.gov](http://www.lowellma.gov)

Aaron Fox  
*Executive Director*

## MEMORANDUM

**TO:** Thomas A. Golden Jr., City Manager

**FROM:** Aaron Fox, Wastewater Executive Director 

**DATE:** May 15, 2024

**SUBJECT:** **Request for a New Ordinance Position: Wastewater Deputy Director**

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I am writing to request a new Wastewater Deputy Director Ordinance Position for the Lowell Regional Wastewater Utility. The complexity of the Utility's continuous operations, ongoing CSO mitigation projects, and the demands of the EPA Consent Decree necessitate a dedicated leader to achieve smooth and effective wastewater management. The Deputy Director will serve as a key member of the leadership team, ensuring uninterrupted operations and maintenance, informed decision-making, and progress towards organizational goals during the Executive Director's absence.

This position is essential for the successful management of Combined Sewer Overflows (CSO) mitigation projects and continued compliance with the EPA Consent Decree, which sets specific actions and timelines for CSO mitigation projects. The Deputy Director will manage consultant engineers, define project scopes, and secure grant and SRF funding to minimize the financial burden of consent decree requirements on Lowell's taxpayers.

Beyond the crucial focus on CSO mitigation and Consent Decree adherence, the Wastewater Deputy Director will also play a vital role in the overall operations and strategic direction of the Utility. This includes collaborating on policy development, grant writing, supervising departmental managers across various divisions, championing continuous improvement initiatives, and managing capital projects. This position drives efficient and effective wastewater management across all aspects of the Utility's operations.



Thomas A. Golden, Jr.  
City Manager

May 21<sup>st</sup>, 2024

Mayor Daniel Rourke  
And  
Members of the Lowell City Council

Dear Mayor Rourke and Members of the Lowell City Council,

Enclosed with this letter please find an Ordinance to create new positions, the funding for which is included within the FY2025 budget plan. There are five new ordinance positions recommended for approval. Each of these positions is critical to achieving the goals and objectives set forth by the City Council. This letter is to briefly summarize the need for these positions.

**Communications Coordinator, Marketing Department** - This position will be in charge of all city communications, including social media, the website and other various platforms. They will also be tasked with promoting all city events and marketing them out to promote economic development throughout the city.

**Special Events Assistant, Marketing Department** - The Assistant Special Events Coordinator will enhance the Marketing Department's capacity and allow us to better serve the residents of Lowell. The addition of this position will help with coverage and support for all of the festivals and events in the City.

**Deputy Commissioner Operations, DPW** – This position will serve as a deputy commissioner for the entire DPW operations. In his/her role, they will be the second in command of DPW and oversee all the current Deputy Commissioner's. They will primarily be focused on efficiency within DPW and improving the day to day operations and tasks of the Commissioner as well as focus on long range projects to advance the administration's and Council's policies.

**Deputy City Engineer, DPW (Engineering)** - Over the last two years, the City has embraced a robust plan to aggressively attack horizontal construction that spans measures including road preservation to full roadway and sidewalk replacement. The project output from this department in the past two years has increased sixfold and this position is needed to continue the momentum.

**Deputy Director, Wastewater** – The Wastewater Deputy Director is a key member of the Lowell Regional Wastewater Utility's leadership team, providing strategic support and oversight across all operations. In the Executive Director's absence, the Deputy Director assumes full responsibility, ensuring the uninterrupted and efficient continuation of critical wastewater treatment and utility functions. The Deputy Director is also responsible for managing and reviewing all Wastewater Utility programs, with a particular focus on the successful



Thomas A. Golden, Jr.  
*City Manager*

implementation of the Lowell Combined Sewer Overflow (CSO) mitigation program and long-term control plan, adhering to the established EPA Consent Decree agreement.

Despite the fiscal constraints of the budget in FY2025, each of these positions was determined to be critical in my administrations plan to create a Marketing Department as well as continue last years practice of establishing a clear succession plan in each department. I have worked with my finance team to create a financing plan which minimizes the impact to the tax levy to the greatest extent possible. I am therefore recommending approval of these positions by the City Council. Please let me know if there are any questions

Sincerely,

Thomas A. Golden, Jr.  
City Manager

CC: Conor Baldwin, Chief Financial Officer  
Neil Osborne, HR Director