

## Objective

## Experience

Town of Framingham – Water & Wastewater Division

Framingham,

- Coordinate, develop and maintain the 2.8 million dollar Water & Wastewater Budget.
- Manage departmental reporting for employee time usage, overtime distribution, seniority order, license status, invoice payment, purchase order, budgetary spending patterns and procurement over sight.
- Public Works Manager, overseeing a 39 person Water & Wastewater Department, responsible for Payroll, Accounts Payables, and overseeing administrative duties, including all of the data entry, personnel records, scheduling, hiring/firing and evaluations.
- MCPPO Full Procurement Certification to ensure proper knowledge of Massachusetts Procurement Law with regards to supplies & services, and design and construction contracts.
- Regular coordination with the Health Department and the Plumbing inspector involving grease trap installation and inspection.
- Provider of efficient public service/relations and successful interaction with consultants, engineers, vendors, and agencies.
- Support during Emergency Storm Operations – 24 hr on-call duties.
- Knowledge of permitting, licensing, and bonding processes.
- Project Manager for a \$1.65 million Herbert Street Bridge and Utility Replacement Project.
- Project Manager for a \$1.2 million Howard Street Utility Replacement Project
- Project Manager for \$1.1 million Farm Pond Sewer Lining Project

Boston Water & Sewer Commission

Boston, MA

- Coordinated, developed and maintained the \$2 million Fleet Maintenance Budget.
- Developed vehicle specification for sewer flushing machines, vacuums, sewer inspection vehicles and valve exercising machines.
- Promoted several times starting as a heavy equipment operator and finishing as a Fleet Services Manager.
- Responsible for the maintenance and repairs of a fleet of over 225 vehicles.
- Responsible for a sewer and drain system over 3,000 miles long, including preventative maintenance, pipe inspection, first response, and emergency repairs.
- Managed a sewer lateral program designed to help homeowners repair their infrastructure within the public way.
- Served 11 years on the Safety Committee.
- Served 9 years on the Insurance Committee.
- Instructor of the Confined Space Training Program.
- Four years of supervision of all water excavations including main breaks, service pipe repairs, and system maintenance.
- Three years of coordination with the Big Dig Project re-directing systems infrastructure to accommodate the new tunnel configuration.

Freaney Corporation

Hyde Park, MA

- Labor/Operator

## Education

Massasoit Community College

Canton., MA

1991

Northeastern University

Boston, MA

## Auto Damage Appraisal

1989	New England Pollution Control	Lowell,, MA
Wastewater Collection Class		
1973-1977	Stoughton High School	Stoughton, MA
Graduate		

### Computer Skills

- Microsoft Word, Excel, Access, PowerPoint, Outlook.
- MUNIS, Kronos, VUEWorks., Permits Plus

### Certifications

- MA Inspector General's MCPPO Full Procurement Certification
- FEMA IS-100 and IS-700 Certification
- Wastewater Collection s Systems License – Grade 4
- Water Distribution Systems License – Grade 3 In Full
- Hoisting License Restrictions – 1A – 2A – 3A – 4A
- CDL-B w/ Tanker Endorsement
- Other – NEWWA Classes - Confined Space, Excavation Safety, etc.

### References

- Thomas Holder - Director of Public Works, Medway, MA 02053, 508-962-6984
- Sarah Pawluczonek – Operations Manager of Public Works, Medway, MA 02053, 978-407-6923
- Bill Foley – BWSC Deputy Chief of Operations (Retired) Field Street Taunton, Ma 774-501-7939