



Mayor of Providence

David N. Cicilline


July 13, 2009

Honorable Members
Providence City Council
City Hall
Providence, Rhode Island 02903

Dear Honorable Members:


Pursuant to Sections 302(b) and 1002 of the Providence Home Rule Charter of 1980, as amended, I am this day appointing Mr. Paul J. Thomas of 51 Gilcrest Drive, West Warwick, Rhode Island 02893, as the Director of Public Works and respectfully submit the same for your approval.

Sincerely,


David N. Cicilline
Mayor

DNC: ljp

IN CITY COUNCIL
SEP 17 2009

READ
WHEREUPON IT IS ORDERED THAT
THE SAME BE RECEIVED AND APPROVED
 CLERK

PAUL J. THOMAS

51 Gilcrest Drive
West Warwick, Rhode Island 02893
(401) 826-3002 / pthom777@yahoo.com

SUMMARY OF QUALIFICATIONS

Extensive and progressive experience in Public Works Departments with current emphasis as Director of Public Works; past experience as Assistant Director of Public Works and Senior Engineer Technician. Strong leader and creative thinker; outstanding communication skills in a public arena. Thorough knowledge of methods, techniques, materials and equipment used in construction, maintenance and operation of public works systems including drainage systems, streets, public grounds, equipment maintenance, solid waste disposal and recycling methods. Expertise in public works administration and planning. Proficient in directing work of several divisions; preparing technical and written reports; interpreting engineering plans and specifications; inspecting construction and related work for conformance to plans and specifications; developing and maintaining relationships with government officials, subordinates and general public. Excellent work ethic and integrity. Fluent in Italian. Computer proficient.

PROFESSIONAL EXPERIENCE

TOWN OF WEST WARWICK, West Warwick, Rhode Island

1998-Present

DEPARTMENT OF PUBLIC WORKS

DIRECTOR OF PUBLIC WORKS (2000-Present)

Direct administrative and technical work in the construction and maintenance of five public works divisions in the Town of West Warwick, Rhode Island (Highway, Sanitation, Recycle, Vehicle maintenance and Building officials divisions) including up to 53 full-time employees and up to 20 temporary service help. Duties include: planning, directing, coordinating, and monitoring work of municipal department engaged in construction, modification, and maintenance of roads, drainage systems, public grounds, equipment maintenance, solid waste disposal, recycling programs, and fleet maintenance of all Town departments; complying with general policy directives and applicable laws and Town ordinances; developing programs, work plans, and schedules; assigning and reviewing work; developing and administering budget; controlling expenditures; interviewing and appointing department personnel; reviewing and approving requisitions for equipment, materials, and supplies; overseeing recordkeeping; compiling reports; directing construction and maintenance of roads, drainage systems, public grounds; resolving difficult and technical problems; directing preparation of and reviewing specifications and bid documents for new equipment, construction, and maintenance projects; developing standards and schedules to measure and ensure effectiveness; conferring with engineers, consultants, State and Federal agencies on short/long-term improvement plans; providing technical advice to Town Manager, Town Council, Boards and Commissions.

Accomplishments:

- *Received Citation from West Warwick Town Council for performance during blizzard conditions.*
- *Installed waste water furnace to heat garage that saved \$20,000 annually.*
- *Upgraded to energy saving lights that saved \$1,200 annually.*
- *Wrote and secured \$65,000 grant for emergency generator and \$28,000 for security cameras.*
- *Removed underground storage tank; designed and built state-of-art fueling station with above ground diesel and gas tanks.*
- *Computerized program to allocate fuel to all departments in the Town of West Warwick, Rhode Island.*
- *Upgraded Department of Public Works fleet (sanitation trucks and highway dumpsters).*
- *Received \$200,000 from Rhode Island Department of Environmental Management for salt storage shed.*
- *Renovated office and break room for employees; utilized Department of Public Works staff; eliminated asbestos filled rooms and saved Town of West Warwick, Rhode Island \$90,000.*
- *Town of West Warwick Technical Review Committee.*
- *Town of West Warwick Traffic Committee.*
- *Awarded Transfer & Recycling Station Licenses 2002.*
- *Recommended and implemented fee for pick up of white goods and mattresses.*
- *Received grant and award for most improved recycling collection.*
- *Negotiated labor agreements with union to adjust past practice of one driver and two laborers to one driver and one laborer.*

PAUL J. THOMAS

ASSISTANT DIRECTOR OF PUBLIC WORKS (1998-2000)

Reported to Department of Public Works Director. Responsible for scheduling daily assignments of Department of Public Works highway and sanitation crews, including specific personnel assignments, vehicle and equipment needed to successfully and expeditiously complete daily assignments. Duties included: instructing crews in details and limits of daily work assignments, department policies and procedures, and equipment training and safety measures; monitoring crew activities; conducting site visits for review of ongoing and completed work; reviewing and approving daily work logs; purchasing equipment, materials and supplies; managing payroll; investigating and responding to citizen complaints; initiating first-level disciplinary action as needed; conducting crew call-ins for storm emergencies (on-call 24-hours).

Accomplishments:

- *Demonstrated complete knowledge of road maintenance and storm water and snow removal.*
- *Gained confidence and trust of employees with regard to above knowledge.*

FIUMICINO AIRPORT, Rome, Italy

1996-1997

CONSTRUCTION MANAGER

Performed (clerk of the works) construction inspections.

Accomplishments:

- *Hired on contract basis for two years; successfully completed project within 1.5 years.*

CITY OF CRANSTON, Cranston, Rhode Island

1986-1996

DEPARTMENT OF PUBLIC WORKS

SENIOR ENGINEER TECHNICIAN

Designed, implemented and oversaw various Department of Public Works projects. Duties included: building, reconstructing and maintaining Cranston's infrastructure; reviewing and approving payment requisitions; responding to resident inquiries; communicating effectively with public, City officials and media.

Accomplishments:

- *Scored highest in Senior Engineer Technician examination.*

EDUCATION

UNIVERSITY OF ROME, Rome, Italy

Major: **ITALIAN LITERATURE**

Minor: **CONSTRUCTION**

(All Course work Completed)

ADDITIONAL TRAINING

Asphalt Pavement

Storm Water Phase II Symposium

National Emergency Response and Rescue Training

PROFESSIONAL MEMBERSHIPS

American Public Works Association

Rhode Island Public Works Association

American Public Works Legislative Advocacy Task Force

National Asphalt Pavement Association