

HIGHWAY SUPERINTENDENT

Position Purpose:

The purpose of this position is to perform supervisory and administrative work in planning, organizing, directing, and supervising the Highway Department, as well as functioning as a lead (non-administrative) worker; all other related work as required. The Superintendent is responsible for maintaining and improving upon the efficiency and effectiveness of all areas under his/her direction and control.

Supervision:

Supervision Scope: Performs varied and highly responsible work requiring the exercise of significant leadership, independent judgment, and initiative in the planning, administration, and execution of the department's services to meet community needs

Supervision Received: Works under the administrative direction of the Board of Selectmen, independently formulating decisions regarding policies, procedures, operations and department plans, and assuming responsibility for department results. Works according to established department and town policies and procedures, standards, special directives, instructions and intent. The position is subject to review and evaluation according to the Town's personnel policies.

Supervision Given: Has supervisory responsibility directly and through subordinates for all department part-time and full-time employees. Recommends hiring of staff, provides daily direction to the department through the Road Foreman, prepares employee performance evaluations, and counsels and disciplines staff consistent with town policies.

Job Environment:

Majority of work is performed outdoors, subject to variable weather conditions and the hazards associated with construction sites and public works projects. Administrative work is performed under typical office conditions. Frequently required to work outside of normal business hours; may be required to work on weekends. May be contacted at home at any time to respond to important situations and emergencies.

Regularly operates light and heavy trucks/automobiles, heavy equipment, pneumatic/power/hand tools, computer and other standard office machines.

Makes frequent contacts with the general public, other town departments/boards/committees, regional and state governmental agencies, vendors, and contractors. Contacts require a high level of persuasiveness and resourcefulness to influence the behavior of others. Contacts are in person, in writing, and by telephone and require discussing managerial, administrative, and technical matters.

Has access to all department-oriented confidential information including personnel records, and bid proposals.

Errors in judgment and administration may have far-reaching effects on the town's ability to deliver services and may result in lower standards of service, sub-standard construction and inadequate maintenance programs with consequent danger to public safety; errors in supervisory and financial decisions could have legal and financial repercussions.

Essential Functions:

(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, related or a logical assignment to the position.)

Plans, directs and budgets the activities of the Highway Department. Prepares departmental operating and capital budgets; coordinates efforts with the Town Administrator and other town boards/committees. Administers and approves of all expenditures, including payroll, accounts payables, and contracts for outside services.

Supervises the overall administration and direction of highway operations, including the maintenance and repair of roads and related facilities; the maintenance of vehicles and equipment; limited tree maintenance; snow and ice removal; and roadside brush removal.

Seeks state and federal grants.

Develops work schedule and assignments for all department employees; establishes a time frame for projects and ensures timely completion of tasks and projects; reviews the quality of work performed and ensures that work complies with standards. Plans the utilization of staff and equipment in accordance with work schedules; orders materials and supplies.

Manages all road construction projects. Manages road construction contracts; works closely with contractors to assure the proper fulfillment of the contract.

Represents the department at a variety of different meetings both within and outside of the town system. Responds to complaints, concerns, and questions from the public and other town departments.

Performs equipment operation as necessary. Performs limited duties of mechanic as necessary.

Attends seminars on a variety of department-related subjects.

Regular attendance and punctuality at the workplace is required.

Must be enrolled in the Town's Drug and Alcohol program required by the Department of Transportation.

Performs similar or related work as required, directed or as situation dictates.

Recommended Minimum Qualifications:

Education, Training and Experience:

High school education or G.E.D. and seven to ten years of responsible work experience in the management and operations roads, snow removal, and administration; experience including supervisory and budgetary; or any equivalent combination of education and experience.

Special Requirements:

Possession of a valid C.D.L. Class B.

Possession of a valid Hoisting Engineer's license with a minimum of a 1B, 2A, and 3B endorsement.

Knowledge, Ability and Skill:

Knowledge: Comprehensive technical and practical knowledge of the materials, methods and techniques relative to highway projects and issues. Knowledge of the laws, rules, and regulations relating road projects including design selection, contract bidding, awards, and management. Thorough knowledge of highway department financing and administration. Knowledge of snow and ice control techniques and practices.

Ability: Ability to plan, assign and supervise the work of employees engaged in a variety of road construction and maintenance operations, including route set-ups for plowing and sanding operations. Ability to establish and maintain effective and harmonious working relationships with town officials and departments, state/federal agencies and the general public. Ability to communicate effectively in written and oral form. Ability to prepare and administer budgets, prepares financial reports, and prepares grants.

Skill: Skill in all of the above listed tools and equipment. Excellent planning and organizational skills.

Physical Requirements:

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. Spends the majority of the day standing and/or walking. Occasionally lifts and/or moves objects weighing up to 100 pounds such as tools, equipment, supplies, etc. Must be able to access all levels of a construction site, traverse uneven terrain, climb a ladder, and enter and exit from vehicles. Manually operates all department vehicles, tools and equipment as well as office equipment. Communicates verbally and in writing.

(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.)