

Highway Superintendent

Purpose:

The Highway Superintendent performs highly-responsible supervisory and administrative work in planning, organizing and directing all aspects of Highway Department operations, as well as functioning as a lead worker.

Supervision/Supervisory Responsibilities:

The Highway Superintendent is appointed by and reports to the Board of Selectmen. The employee is required to work independently, within established policies and procedures and the requirements of federal, state and local law under the administrative direction of Board Selectmen and must maintain a cooperative work relationship with the water department, fire department, and all other departments.

Essential Functions

- Plans, directs and supervises & performs the work of the Department. Including maintenance and repair of roads and related facilities; maintenance of vehicles and equipment, provide tree maintenance support and roadside brush removal to the Tree Warden; snow and ice removal; and other related activities.
- Prepares and administers departmental budget.
- Formulates policies, procedures, operations and department plans, and assumes responsibility for Department results; evaluates programs, plans and services of the Department; formulates short and long-range plans to meet community needs
- Reviews all proposed projects; schedules and prioritizes projects; determines bid specifications and secures cost proposals, in accordance with state law and Town procurement policies and protocols; inspects progress, monitors budgets and approves costs; works closely with contractors to assure proper fulfillment of contracts
- Supervises full-time, part-time and seasonal personnel including recruitment of personnel, assignment of duties, performance evaluations and supervision, payroll preparation, maintenance of personnel records
- 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; orders necessary materials and supplies
- Responsible for the maintenance of all Departmental equipment, vehicles and machinery; performs routine maintenance and engine repairs when necessary
- Ensures compliance with applicable federal, state, and local health and safety laws, rules, regulations and guidelines; conducts and assists in regular sessions on safety methods in the use of equipment and vehicles
- Performs equipment operation as necessary, including hand/power/pneumatic and hydraulic tools; operates Department vehicles and heavy equipment as necessary
- Represents the Department at a variety of different meetings both within and outside of the Town system

- Maintains accurate Department records and information
- Completes periodic reports required by state and federal governments and regulatory agencies
- Responds to inquiries and requests for information from the public, Town officials and employees, and other government officials, among others; attends board meetings and public hearings as necessary to present technical information and to respond to inquires, requests, and complaints
- Works closely with Grant writer to identify available grants, providing any needed support for submission of grant applications; administers grant funds received and ensures compliance with grant requirements
- Maintains current knowledge of profession through peer association, attendance at meetings and seminars, and the like; conducts periodic staff meetings to provide training and information
- Performs similar or related work as required or assigned

Competencies:

- Comprehensive technical and practical knowledge of the materials, methods and techniques relative to highway projects and issues, including fundamental construction and maintenance procedures, and snow and ice control techniques and practices.
- Thorough knowledge of the laws, rules, and regulations related to highway and road projects including design selection, contract bidding, awards, and project management
- Thorough knowledge of department financing and administration
- Thorough knowledge of, and adherence to, all applicable safety and health laws, rules, regulations and guidelines
- Working knowledge of Open Meeting Law, Public Records Law, State Ethics Law, Public Procurement laws
- Ability to communicate effectively and professionally with, and establish and maintain cooperative relationships with, Town officials, employees and staff, governmental representatives, state and federal agencies, contractors, vendors and/or the public
- Leadership ability, strong interpersonal skills, and a high degree of motivation, initiative, and resourcefulness
- Ability to communicate effectively in written and oral form
- Ability to work in high pressure situations, as necessary
- Good organizational skills; detail oriented, and able to work independently
- Ability to handle multiple tasks, prioritize effectively, and meet deadlines
- Ability to plan and effectively manage Department budget
- Ability to draw up, review and/or interpret technical plans, data, blueprints, drawings; critically analyze information
- Ability to troubleshoot and repair equipment, service failures, and identify and correct maintenance problems
- Proficiency in word processing and spreadsheet software (such as MS Word and Excel)

Education and Experience/Other Requirements:

Required: High School diploma, or G.E.D.

Preferred: Bachelor's Degree in Civil Engineering or related and 5-7 years of progressively responsible experience in administration and management of municipal highway systems; or any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job

Valid Massachusetts Driver's License, and satisfactory driving record, required

Possession of a valid C.D.L.

Valid Hoisting License, with a minimum of 1C, 1B, 2B and 4B, 4D, 4E, 4G endorsement

Physical Requirements/Work Location:

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.

Work is regularly performed indoors as well as outdoors, under varying weather and other conditions. Must be able to: access all areas/levels of construction and excavation sites/buildings/structures; traverse uneven terrain; and enter, exit and operate vehicles. Administrative work is performed under typical office conditions.

While performing the duties of the Superintendent, the employee is required to regularly engage in strenuous physical effort, including: repetitious physical motions; lifting and/or moving 50 pounds or more; operation of heavy and light equipment, vehicles, tools; and moving about all indoor and outdoor work sites efficiently. The employee also must operate standard office equipment including computers and keyboards, at efficient speed; and move throughout the municipal office. The employee regularly interacts with, and must communicate effectively with, government officials, other Town employees and personnel, third parties transacting business with the Town, and the public. Attendance at night meetings is required, as needed. Must be available to respond to emergencies during evenings, weekend, and holidays.

This is a 40 hour per week, regular schedule with other hours as needed.

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required. This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and/or requirements of the job change.