

**HIGHWAY
SUPERINTENDENT**

JOB SUMMARY

Supervises, coordinates, and participates in the activities of the work crew engaged in a variety of public works projects involving the construction, maintenance, and repair of Town roads, culverts, and other public works projects. Operates all Department equipment and performs heavy skilled labor as necessary.

SUPERVISION RECEIVED

Works under the general supervision of the Board of Selectmen who provides policy guidance. Work is evaluated through inspection of projects by the public and Board of Selectmen with review by the Town Administrator who also evaluate work in terms of overall effectiveness and economy of operations. Exercises considerable judgment in determining work assignment priorities, use of equipment, and manpower utilization. Consults with Board of Selectmen on legal and financial issues and to obtain needed information and reports to the Board on a regular basis. Operations must be completed within the limits of the approved Town Budget. The position is “at the will” of the Board of Selectmen.

SUPERVISION EXERCISED

Provides direct and general supervision to a staff of full-time, part-time, and seasonal Highway Department employees regarding work to be done, equipment use, project assignments, and time limits. Works closely with Town Mechanic. Reviews work of the crews in progress and upon completion for conformance with instructions.

EXAMPLES OF ESSENTIAL DUTIES

(The listed examples are illustrative only and may not include all duties found in this position.)

1. Plans and supervises projects; assigns work and equipment according to project, equipment, and manpower needed. Annual, seasonal and weekly work plans shall be prepared in cooperation with the Assistant Superintendent. Modifies methods, procedures, and priorities to meet changing conditions and determines materials and equipment needed to complete job. Handles emergency situations as they arise, requiring being on call 24 hours a day, identifying and anticipating potential emergency situations, making weather-related decisions about clearing roads, and calling in employees to work.
2. Assigns daily tasks for highway crew through the Assistant Superintendent. Interprets work orders, specifications, or other instructions. Explains required procedures to crew as needed. Continuously inspects work in progress for conformance to plans and instructions; checks for employee safety.
3. Oversees, participates in, and coordinates activities at various locations, such as constructing new roads; grading, repairing, and rebuilding roads; plowing snow and salting and sanding roads; laying pipe; maintaining culverts and bridges; and performing preventive maintenance

and minor repairs on Highway Department equipment and vehicles in the most cost effective manner. Maintains records and prepares reports on completed work.

4. Operates light and heavy construction equipment and machinery; operates manual and small power tools in the performance of duties.
5. Receives and investigates complaints from residents regarding badly-maintained roads and street sign replacement; responds and dispatches crews as warranted. Works harmoniously with the public and local officials. Resolves disputes between employees and the public.
6. Evaluates performance of employees. Resolves disputes between employees within the Department and
7. Attends Selectmen's meetings as necessary; advises Board of Selectmen of unusual problems or delays. Makes recommendations to the Board regarding capital purchase decisions for the Department; consults with Board of Selectmen and Town Administrator on large expenditures.
8. Develops departmental budget and presents budget requests to the Town Budget Committee as needed. Administers Department budget in accordance with established Town policy. Provides information to the finance director for departmental billing for outside work and other charges. Determines specifications for new or replacement equipment. Develops short and long-term plans for Highway Department. Writes bid specifications for new equipment and paving projects and, subject to the approval of the Board of Selectmen, solicits project bids.
9. Consults with, and advises the Board of Selectmen on the hiring of private contractors and engineers to assist in completion of Department projects.
10. Issues driveway permits.

Performs other related duties as required.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED

Thorough knowledge of the methods, materials, tools, and equipment used in the construction, maintenance, and repair of road surfaces, curbs, and drainage structures; thorough knowledge of the work hazards, safety practices, and traffic laws relating to construction equipment and machinery operation. Knowledge of State laws and regulations pertaining to motor vehicle operations and the spillage law. Some knowledge of the principles of engineering as they apply to public works construction projects. Skill in the operation and maintenance of construction equipment and tools used for highway maintenance and construction work. Ability to use hand and power tools; ability to perform manual labor and make minor repairs on equipment; ability to read and interpret blueprints, work orders, and plans; ability to perform frequent strenuous physical effort under adverse weather conditions; ability to read and follow State and local laws, rules, regulations, and policies and procedures; ability to detect errors in equipment operations

and maintenance; ability to plan for municipal needs; ability to delegate and distribute personnel and to direct, coordinate, supervise, and review the work of others; ability to express ideas effectively, verbally and in writing; ability to prepare reports and maintain records; ability to establish and maintain effective working relationships with Town officials, employees, officials of other governmental jurisdictions, consultants, contractors, and the public; ability to be on call 24 hours a day.

MINIMUM QUALIFICATIONS REQUIRED

High school diploma or equivalent. Five to ten years progressively responsible experience in road construction and maintenance work, including use of light and heavy equipment, ditching and water diversion, and snow removal and management; a minimum of three years supervisory experience; OR any equivalent combination of education and experience which demonstrates possession of the required knowledge, skills, and abilities; AND Possession of a valid CDL-B. Physical ability to perform the required work. Willingness to be on call to meet emergency situations. Ability to work outdoors under extreme weather conditions.

PHYSICAL EXERTION/ENVIRONMENTAL CONDITIONS

(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.)

For communicating with others, talking is required; for taking instructions from others, hearing is required; for doing the job effectively and correctly, sight is required; and for detecting unusual odors that indicate the presence of harmful exhaust and gas fumes, the incorrect operation of equipment, etc., smelling is required. Required to use hands to finger, handle, and feel objects, tools, or controls; required to reach with hands and arms. Strenuous physical effort demanded in heavy lifting and carrying (often up to 75 pounds). Required to regularly works outdoors under hazardous road conditions, in varying and extreme weather conditions; employee may be exposed to continuous and excessive noise; noxious fumes and gases; toxins, caustic chemicals; fuels, lubricants, solvents, and other fluids; and dirt, dust, grease, and other disagreeable materials. Physical demands include traversing rough terrain and climbing in and out of culverts, ditches, and heavy machinery; and standing and walking on rough, wet, slippery surfaces, including dirt, grass, asphalt, and concrete. Exposure to minor injuries such as cuts and bruises; exposure to long periods of sunlight; poisonous plants, and insects and bees. Seasonal, irregular, and extra hours may be required.