

Highway Superintendent

Town of Gill

Definition:

This working supervisor, Department Head position is responsible for planning, directing, supervising and participating in the activities and operation of the Town of Gill's Highway Department and Sewer District, which includes the construction, improvement, repair, care and maintenance of designated roads, bridges and culverts within the Town. The position requires leadership and considerable exercise of independent judgement. The Highway Superintendent has the responsibility for keeping within budget, supervising, and making recommendations to the Selectboard for hiring and discharging employees of the department. This position reports to the Town Administrator under the direction of the Selectboard. Requires attendance at night meetings from time-to-time. The Highway Superintendent will also be responsible for capital and road infrastructure (35 miles of gravel and paved road), planning for improvement, and asset management of town owned vehicles and equipment of the Highway Department. This position is responsible for administrative and supervisory work including maintenance and repair of town owned buildings and infrastructure.

Supervision Received:

Under the administrative direction of the Town Administrator, the employee plans and carries out the regular work in accordance with standard practices and previous training, with substantial independence in planning and organizing the department's work activities including determining the work methods. The employee is expected to solve through experienced judgement most problems of detail or unusual situations by adapting methods or interpreting instructions to resolve the particular problem. Instructions for new assignments or special projects usually consist of statements of desired objectives, deadlines and priorities. Technical and policy problems or changes on procedures are discussed with the supervisor, but ordinarily the employee plans the work, lays it out and carries it through to completion independently. Work is generally reviewed only for technical adequacy, appropriateness of actions or decisions, and conformance with policies or other requirements; the methods used in arriving at the end result are not usually reviewed in detail.

Supervisory Responsibility:

The Highway Superintendent, as a regular and continuing part of the job, is accountable for the quality and quantity of the work done by the department. Supervisory responsibility consists of most of the following: plans, schedules and coordinates department operations in accordance with work schedules, deadlines and priorities; revises work schedules in response to emergencies, weather, changes in workload, or availability of manpower. Recommends and justifies to higher levels of management changes in organization work, work methods, or assignment of functions to positions that may affect staffing patterns, costs, work schedules, etc. Assigns work based on varying capabilities of employees, assures completed work meets the required standard of quality, timeliness and cost, taking corrective action as necessary, including rejecting the work. Recommends promotions, reassignments, or other personnel actions. Oversees attendance and leave, typically including approval of ordinary sick time and vacation schedules. Advises employees of performance requirements and prepares formal evaluations of performance. Gives advice and instruction of both administrative and work matters. Informs subordinates of organizational policies, goals, and procedures. Resolves employee complaints. Work operations are subject to substantial changes in work procedures and activities. While the time timing of

these fluctuations cannot be anticipated, the procedures to be used can be planned in advance, e.g. the handling of storm emergencies.

Confidentiality:

The Superintendent has regular access at the department head level to a wide variety of confidential information, including official personnel files and department records in accordance with the State Public Records Law and Town Personnel Rules and Regulations

Essential Duties and Responsibilities:

The essential functions or duties listed below are intended only as an 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 of the position.

- Plan, direct and budget the activities of the Highway Department, including Chapter 90 funds, Sewer District, Trees and Forestry, and Public Safety Complex.
- Prepare and justify department budgets
- Prepare and present annually a work plan to the Board of Selectmen outlining the plan of the work of the department for the upcoming 12 month period
- Administer and approve all expenditures, including payroll, accounts payable, and contracts for outside service.
- Keep the Town Administrator and Selectboard accurately informed, once per month, concerning work progress, including present and potential work problems and suggestions for new and improved ways of addressing such problems.
- Seek appropriate state and federal grants
- Establish a timeframe for projects and ensure timely completion of tasks and projects.
- Plan the utilization of staff and equipment in accordance to work schedules.
- Manage all road construction projects; work closely with contractors to ensure the proper fulfillment of the contract.
- Represent the department at various meetings both in and out of town, as coordinated by the Town Administrator
- Identify, log and respond, with a focus on resolution, to all complaints, concerns, and questions from the public and other town departments.
- Supervise and oversee the overall administration and direction of the highway operations, including the maintenance and repair of roads and related infrastructure; the maintenance of vehicles and equipment; preparation and cleanup for special town events; snow and ice removal; and roadside brush removal.
- Supervise and monitor the performance of all Highway Department staff.
- Coordinate, administer, and monitor the training of new employees in the operation of equipment, highway department procedures, town requirements, and safety practices.
- Ensure general maintenance to all town owned buildings and related infrastructure, including but not limited to painting, minor carpentry, and general upkeep as completed by the highway department staff.
- Respond to after-hour calls for emergencies that involve the town as required.
- Implement and administer policies and directives made by the Selectboard.
- Oversee distribution and record keeping for keys to Public Safety Complex.
- Maintain professional liaison relationships with other governmental departments including Police, Fire, and the Gill-Montague Regional School District.

- Work with the Chief Records Access Officer to maintain logs and follow procedures for all public information requests.
- Participate in the work of the department and operate equipment and vehicles: lift bricks, cinder blocks, catch basins covers, guard rails, heavy supplies, plow blades, branches, etc.
- Perform related, similar, or other logical miscellaneous duties, which may require ability to perform functions beyond those listed in this job description.

General Responsibilities:

- Patrols and inspects town roads and adjacent areas within geographical area to determine condition and maintenance.
- Responds to tree, weather related, or other emergencies during the work-day and during evening, night, weekend, or other non-scheduled hours, including call backs to work during non-scheduled hours.
- Directs development of the department's capital plan and road infrastructure improvement needs
- Responds to constituents' inquiries related to town infrastructure.
- Directs management of department records, documents, and equipment
- Monitors compliance with federal, state and town bylaws, regulations, codes, and policies.
- Ensures all department employees are up-to-date with required licenses, certifications, physicals, etc.
- Ensures all equipment is in compliance with all required inspections, certifications, etc.
- Prepares and maintains annual departmental budgets according to budget guidelines.
- Assigns, evaluates, disciplines, trains and supervises staff.
- Formulates and implements departmental policies and procedures
- Attends meetings, workshops, and training and reviews publications to remain current on best practices and new developments in assigned work areas.
- Conducts or assists in the development of a department training program and the training of employees including safety methods, environmental compliance and on-the-job trainings; maintains related training records.
- Represents the town in a professional manner at all times. Ensure all Highway Department work assignments are completed in a prompt, efficient, and safe manner.
- Reports all accidents, to self and/or property, as well as safety concerns to Town Administrator and Selectboard within 2 hours of the incident for non-emergencies. All emergency incidents must be reported immediately.
- Demonstrates a commitment to maintain good working relationships with coworkers, other town officials, and the general public.

Accountability:

- Consequences of errors, missed deadlines or poor judgement could result in excessive costs, personal injury, and danger to public safety, delay of service delivery, or legal repercussions.

Productive Work Environment

- The employee is required to work in manner that is positive, productive, respectful, and encourages teamwork at all times.

Nature and Purpose of Public Contacts

- The employee has constant interaction with local, state, and federal government officials, community leaders, and other individuals to protect and promote the municipality's overall interest. As spokesman for the Highway Department, the employee must possess a high degree of diplomacy and independent judgement. Duties require a well-developed sense of strategy and timing in representing the municipality effectively in critical and important situations that may influence the well being of the municipality.
- The Superintendent provides professional liaison support to the Selectboard by recommending or commenting on proposals and bids, compiling information for review or action, and following up after meetings to ensure Selectboard decisions and actions are documented and disseminated to appropriate parties. This position also provides liaison support to the Capital Improvements Planning Committee's work to establish short-term and long-term goals and plans.

Knowledge, Skills, Abilities and Personal Characteristics:

- Thorough knowledge of the practices, techniques, tools, equipment, materials and safety precautions of the highway/bridge construction, snow removal, equipment maintenance and repair.
- Working knowledge and experience as heavy equipment operator, mechanic or construction craft person.
- Working knowledge of procurement laws and experience with coordinating bidding process.
- Ability to plan, organize, and coordinate complex and diverse phases of public works projects and programs.
- Ability to compose correspondence, reports, and maintain both written and electronic records.
- Working knowledge of governmental organization and budgetary procedures.
- Knowledge of federal, state and local town bylaws.
- Ability to supervise and direct the work of others.
- Ability to establish and maintain effective working relationships with other public officials, contractors, engineers, architects, lawyers and the general public.
- Ability to be firm, tactful, courteous, and use good judgement.
- Possession of high professional standards, integrity and honesty.
- Responds to Town constituents, including the Selectboard and the Town Administrator, during emergencies.

Physical Requirements / Working Conditions:

- Minimal physical effort required to undertake office work. Moderate physical effort is generally required to perform supervisory work in the field, with exposure to varied and extreme weather conditions. Moderate to strenuous physical effort is required when directly participating in field work. The employee is routinely required to use hands to operate equipment, walk, reach, stand, stoop and climb. The employee is frequently required to lift, push, move, and/or push items weighing up to 100 pounds plus. Vision requirements include the ability to read routine and complex documents and operate motor vehicles and other equipment at all hours of the day.

- A great deal of physical effort must be exerted at this level as well as frequent movement in and out of department equipment and/or vehicles. Travel, particularly during adverse weather conditions during day, evenings or nights and troublesome road conditions is required.
- Involves risks or discomforts, e.g. working around moving parts and equipment, which require some safety precautions and/or the use of protective safety equipment.
- May be exposed to hazardous materials.
- Requires working in an outside environment

Minimum Qualifications:

- High School Diploma or equivalent
- 5-7 years of experience in the management and operation of road construction and maintenance, snow removal, and administration; experience including supervisory, capital planning, and budgetary; or any equivalent combination of education and experience
- Valid Massachusetts Commercial Drivers License (CDL) Class B
- Valid Hoisting License 1C, 2A, 4G