

# TOWN OF HUNTINGTON

## JOB DESCRIPTION

### HUNTINGTON HIGHWAY SUPERINTENDENT

#### GENERAL STATEMENT OF DUTIES AND RESPONSIBILITIES:

This is a working superintendent position and includes performing physical labor. Supervisory work includes planning, coordinating, and supervising street, mechanical, and related public works maintenance and repair projects. The position includes direct field work supervising small crews of equipment operators and laborers, and skilled maintenance and repair work in the actual conduct of assigned tasks.

Work involves scheduling repair and maintenance projects, planning and coordinating work assignments, scheduling crews, materials, and equipment. Work includes physical labor in snow and ice control; street & bridge repair and construction; street maintenance; drainage work; building maintenance; equipment repair and maintenance; and related public works projects. Work also includes considerable contact with the public in responding to complaints and requests. Contact needs to be made in a respectful and professional manner.

Work is performed under general supervision and is reviewed through written reports and conferences to the Huntington Selectboard and Town Administrator.

The Superintendent is to be on call on a 24-hour basis.

This is an exempt full time salaried position as set forth by 29CFR541.100. It is expected that the Superintendent will work at least 8 hours per day for a total of 40 hours per week.

**ESSENTIAL JOB FUNCTIONS:** *The following are illustrative of the duties and responsibilities associated with this position but are not intended to be all inclusive.*

- Obtain bids and recommend selection of contractors; conduct inspections to ensure compliance and quality of construction
- Attend board meetings and public meetings, as necessary, to present technical information and respond to inquires, requests and complaints from citizens, businesses, etc.
- Coordinate work activities with other departments, agencies, towns, and the public; meets with others to plan and prioritize long-range work plans and outline capital improvements
- Prepare and submit departmental budgets; expend funds and monitor and control expenses; process and expedite payment of bills; prepare annual departmental reports and other operational reports related to construction, repair, and maintenance activities.

- Perform a variety of skilled maintenance, repair, and construction work
- Operate a variety of heavy and light motorized construction equipment and vehicles such as backhoe, front-end loader, basin cleaner, grader and other related equipment
- Plans, reviews and schedules maintenance, repair, and construction work; estimates and requisitions materials, supplies and equipment for projects
- Assign work to subordinates; directs employees in daily assignments; maintains records of work performed, staff time and related personnel files
- Evaluate performance of employees; train and instruct employees in job practices and methods of work. Make recommendations and changes in employee status and compensation. Inspect work of subordinates to ensure compliance with instructions, proper use of equipment and timely accomplishment of designated tasks. Resolves grievances within authority
- Respond to emergency situations including snow and ice control, assists in the repair of water and sewer line failures, tree removal and other emergency work; schedules response crews, allocate necessary supplies and equipment, directs activities and supervises work
- Maintain current knowledge of profession through peer association, attendance at meetings and seminars, etc.
- Seek state and federal grants, track projects, and submit required reports
- Promote and maintain responsive community relations
- Perform other duties assigned
- Work cooperatively with the appointed Selectboard liaison

#### **PHYSICAL AND OTHER REQUIREMENTS**

- Ability to work in office and job site settings
- Speak in person and on the telephone with fluent use of grammatically correct English as the primary business language
- Write and/or type using normal office machines such as photocopiers, fax units, computers, etc.
- Lift up to 50 pounds and with assistance or mechanical devices, objects over 100 pounds
- Physical strength and agility to perform relatively heavy manual labor
- Capacity to work for extended periods of time in adverse weather conditions
- May require occasional in-state and overnight travel
- Must submit to drug & alcohol testing per DOT and FMCSA guidelines
- A pre-employment physical is required, and a current DOT medical card must be maintained during employment
- An acceptable criminal history check (CORI) and clean driving record are required

#### **EDUCATION AND EXPERIENCE**

- High school graduate or equivalent GED
- Preferably supplemented by college-level courses in civil engineering or construction by technology

- At least five years' experience in public works maintenance work including 2 years of supervisory experience; or any equivalent combination of training experience which provides the appropriate knowledge, skills and abilities
- In lieu of the above, any equivalent combination of training and experience that provides the following knowledge, skills and abilities may be considered at the Selectboard's discretion.
- Possession of a valid Massachusetts Class A or B operator's license with Air Brake Endorsement and 2B or higher and 4G Hoisting Engineer's licenses
- Possession of a pesticide/herbicide applicator's license is advantageous but not mandatory

### **KNOWLEDGE, SKILLS, AND ABILITIES**

- Thorough knowledge of the principles, practices, and techniques of public works maintenance and construction work
- Thorough knowledge of tools, materials, supplies, and equipment used in public works maintenance, repair, and construction projects
- Thorough knowledge of the occupational hazards and safety precautions associated with public works maintenance and repair projects. Knowledge of State, Federal and OSHA safety regulations
- Skill using manufacturer's shop and equipment manuals to conduct maintenance and repairs
- Skill utilizing the computer for researching
- Computer skills for communicating departmental needs to contractors, vendors, other town departments, Town Administrator and Selectboard. Microsoft Word and Excel savvy
- Ability to operate and service dump trucks, sanders, front end loaders, and all related equipment
- Ability to plan, coordinate, direct and supervise the work of crews involved in varied maintenance, repair, and construction projects and to evaluate projects for adherence to specifications and deadlines
- Ability to work from engineering plans and specifications
- Ability to develop plans and specifications for project accomplishment
- Ability to read and follow complex oral and written instructions
- Ability to establish and maintain effective working relationships with outside agencies, outside towns, contractors, town departments, subordinates, and the general public

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