

WORTHINGTON HIGHWAY SUPERINTENDENT

Summary

The Highway Superintendent is responsible for administering and overseeing the daily activities of the Highway Department including the maintenance and repair of town roads, parks, town-owned buildings, bridges, equipment maintenance, and snow/ice removal operations.

Essential Functions:

The essential functions or duties listed below are intended only as illustrations of the various type 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.

- Responsible for overseeing the repair and maintenance of Town roadways, catch basins, and bridges
- Plans and assigns work to employees and inspects the work of semi-skilled and un-skilled employees engaged in the maintenance, construction, and repair of streets, traffic control, sidewalks, catch basins, manholes and storm drains in accordance with local, state and federal regulations
- Determines estimated cost and materials/supplies required to perform department projects in a timely, safe and efficient manner
- Supervises the construction and repair of bridges, fences, town streets, inspects street openings and the construction or maintenance work of contractors and utility companies involving the public way to ensure public safety
- Develops and implements employee safety training programs
- Oversees the maintenance and repair of department equipment in safe operating condition
- Conducts or assists in the training of employees including safety methods, environmental compliance and on-the-job training; maintains related records
- Plans and organizes the department's snow removal and salt/sand applications
- Responsible for the preparation and submission of paperwork to be eligible for state funding (i.e. Chapter 90)
- Responsible for the purchase of department materials, supplies and equipment in accordance with the State Procurement Law and budget appropriations
- Attends training seminars to maintain knowledge of construction and maintenance techniques and practices of roads as well as safety practices
- Performs a variety of related duties

Supervision Required:

Under the administrative direction of the Selectboard, the employee plans and carries out the regular work in accordance with standard practices and previous training, with substantial responsibility for determining the sequence and timing of actions and substantial independence in planning and organizing the department's work activities including determining the work methods. The employee is expected to solve through experienced judgment 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 in procedures are discussed with supervisor, but ordinarily the employee plans the work, lays it out and carries it through to completion independently.

Supervisory Responsibility:

Employee, as a regular and continuing part of the job, is accountable for the quality and quantity of work done by subordinates. Supervisory responsibility consists of plans, schedules and coordinates department operations in accordance with work schedules, deadlines and priorities. While the timing of these fluctuations cannot be anticipated, the procedures to be used can be planned in advance, e.g. the handling storm emergencies.

Confidentiality:

The employee has regular access at the departmental level to a wide variety of confidential information, including official personnel files and department records in accordance with the State Public Records Law.

Judgment:

Work is performed based on administrative or municipal policies, general principles, state and federal legislation, or directives that pertain to a specific department or functional area. Extensive judgment and ingenuity are required to develop new or adapt existing methods and approaches to accomplish objectives and/or to deal with new or unusual requirements within the limits of established guidelines, practices, or policies. The employee is recognized as the department or functional area's authority in interpreting the guidelines, in determining how they should be applied, and in developing operating policies.

Complexity:

The work consists of the practical application of a variety of concepts, practices and specialized techniques relating to a professional or technical field. Assignments typically involve evaluation and interpretation of factors, conditions or unusual circumstances; inspecting, testing or evaluating compliance with established standards or criteria; gathering, analyzing and evaluating facts or data using specialized fact finding techniques; or determining the methods to accomplish the work.

Work Environment:

The nature of duties require the employee to frequently conduct work outdoors and involve the continuous presence of unpleasant or irritating elements, such as odors, toxins/fumes, dust, loud noises, electricity, explosive materials, smoke, heat, cold, oil, dirt or grease. Work is continually performed outdoors regardless of weather conditions. The employee is required to work beyond normal business hours to attend evening meetings and in response to man-made or natural emergency situations on a 24/7 basis, 365 days per year.

Nature and Purpose of Public Contacts:

The employee has constant interaction with local, state, and government officials, community

leaders and any other individuals to protect and promote the municipality's overall interest. As spokesperson for the Highway Department, the employee must possess a high degree of diplomacy and independent judgment. 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.

Recommended Minimum Qualifications:

Education and Experience:

Bachelor's degree in business administration, civil engineering or a related field equivalent to a master craftsman level of trade knowledge; five (5) years related work experience in the field of road maintenance and repair operations; hands-on experience in snow removal operations and ability to operate trucks, backhoes, graders and loaders; 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. Prior experience as Highway Superintendent preferred.

Special Requirements:

CDL, Class B license, Class II Hoisting License

As a condition of employment, may be required to participate in the Town's Drug and Alcohol Testing Program.

Knowledge, Abilities and Skill

Knowledge: Working knowledge of road repair and maintenance; knowledge of technical terminology, shop and road machinery and a variety of measuring equipment; working knowledge of building maintenance and repair techniques and practices; knowledge of basic civil engineering practices and techniques. Working knowledge of snow and ice removal techniques and practices. Knowledge of the State Procurement Law. Knowledge of municipal budgeting practices and techniques. Working knowledge of wetlands regulations.

Abilities: Ability to operate specialized heavy equipment such as large trucks, graders, backhoes, loaders; ability to follow oral or written instructions; ability to work independently; ability to deal with disgruntled members of the public tactfully and effectively. Ability to evaluate and determine the cost of department projects including the resources (equipment and personnel) required to complete projects; coordinate the completion of projects in a safe and effective manner. Ability to establish and maintain effective working relationships with department staff, contractors doing business for the town as well as state and/or federal regulatory authorities. Ability to carry out essential functions under hazardous or inclement weather conditions in a safe manner. Ability to prepare and administer grants awarded to the department in accordance with grant regulations. Ability to administer an operating and capital budget.

Skill: Proficient written and oral communications skills. Proficient mechanical skills including building renovations, metal fabrications. Proficient customer service and public relations skills.

Physical and Mental 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 position's essential functions

Physical Skills: Work requires moderate intermittent physical strength and effort daily. Work includes lifting, loading, pulling, or pushing heavy objects, standing or walking for the full workday may also be involved. Driving in adverse weather and/or troublesome road conditions is required.

Motor Skills: Duties may involve assignments requiring application of hand and eye coordination with finger dexterity and motor coordination. Examples include operating a motor vehicle or Class B vehicle often under adverse road and/or weather conditions at any time day or night.

Visual Skills: Visual demands require the employee to routinely read documents for general understanding, analytical purposes, review non-written materials (e.g. maps and blueprints) and to determine color differences.