

Date: September, 2024

Town of Bethel

Title: Superintendent of Highways

Department: Public Works

Position Goal: To Supervise and lead all highway personnel, as well as coordinate, plan, schedule and supervise the daily construction, repair and maintenance of Town roads and the repair and maintenance of cars, trucks, heavy and light equipment. To oversee the daily operations of the highway, fleet maintenance and transfer station.

Primary Functions:

Performs daily analysis of work operations for each public works unit to ensure meeting productivity and Quality objectives. Flags out any problem areas and submits to Director of Public Works.

Implements and supervises all public works programs. Evaluates roads to be paved, patched and curbed. Inspects work in progress by Town forces and reassigns work and equipment, as needed. Also, inspects Work of contracted services to ensure proper controls.

Establishes priorities, schedules jobs, and assigns personnel and equipment to such projects as road Construction, repair and maintenance, roadside maintenance, snow and ice control, installation and maintenance of drainage pipes and catch basins, street sweeping, street signs and road markings, landscaping repairs, and brush and tree removal and weed control. Operates vehicles and equipment as conditions require.

Reviews and evaluates performance of personnel. Responsible for enforcement and adherence of all procedures and policies regarding safety, absenteeism, tardiness and overtime.

Responsible for the care, maintenance and general upkeep of the fleet of vehicles and equipment. Prepares specifications for equipment to be purchased by Highway and Transfer Station. Reviews all bids before they are awarded; makes recommendations to Board of Selectmen as to who should be awarded the bids. Orders all supplies required to operate Highway and Transfer Station. Inspects goods received for compliance with specifications.

Prepares a list of drainage problems and road paving requirements for submission to the Director of Public Works.

Prepares budget for Highway, Transfer Station and Fleet Maintenance for presentation to Board of Finance and operates departments within budget allocation

Tracks all expenditures of approved budget line items. Flags any items that appear to be approaching a shortfall and refers them to the Director of Public Works.

Additional Responsibilities:

Responsible for all inventories of the garage operation, including small and large tools, parts and supplies, and all construction materials and construction tools.

Maintains close liaison and cooperation with Town departments, Town organizations, public and private utilities and State Highway Department in regard to Town and State road projects or programs. Works well with fellow employees and considers co-workers' needs when performing primary functions.

Provides written or oral reports, as required.

Performs other duties, as assigned.

Supervision Exercised: Supervises all highway and transfer station personnel.

Supervision Received: Receives general supervision from the Director of Public Works.

Qualifications Profile:

The skills and knowledge required would usually be acquired with a high school education, or GED; plus five (5) years' employment in highway and/or municipal public works, construction and maintenance work, with a thorough knowledge of methods, materials and techniques used in the construction, maintenance and repair of roads, catch basins and drainage; AND, three (3) years of supervisory experience; OR, any equivalent combination of experience, training and supervisory experience which provides a demonstrated potential for performing the duties of this position.

Knowledge of the uses and operating characteristics of construction equipment and the ability to operate said heavy construction equipment.

Ability to deal effectively with Town officials, associates, subordinates. Ability to carry out instructions given in written, oral or diagrammatic form and to evaluate road maintenance problems and recommend effective course of action.

Ability to communicate orally and to prepare written correspondence, to include written reports and personnel evaluations.

Ability to respond to emergency situations under prolonged and changing circumstances.

Ability to communicate well with residents of community.

Ability to operate light and/or heavy equipment. Ability to operate power or hand tools.

PHYSICAL DEMANDS:

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

The job assignments and functions are generally performed under adverse working conditions. Most job assignments involve working outside in conditions where exposure to liquid precipitation, humidity, heat, sunlight, cold, snow and other related conditions exist. Periodic exposure to conditions include smoke, fumes, dust, poisonous vegetation, potentially hazardous materials, vibrating equipment and excessive noise.

Ability to perform heavy labor such as lifting (up to 50 lbs. and periodically up to 90 lbs.), bending, digging, reaching for extended periods, kneeling, crouching, stooping, crawling, climbing, and handling objects related to job assignments.

Ability to walk or stand for extended periods of time; to repeatedly use arms, hands, legs, or feet to manipulate or operate various objects, tools, and equipment.

Maintain physical condition and flexibility appropriate to the performance of job assignments.

Essential functions of job require close vision, distance vision, peripheral vision, depth perception, color perception and the ability to adjust focus.

License or Certificate: CDL, Class B with airbrake endorsement.