

Town of Yarmouth Job Description

HIGHWAY SUPERINTENDENT

GENERAL PURPOSE

This is a working supervisory position in Road Maintenance Operations of the Public Works Department. This position schedules, supervises, operates equipment and assists the operations staff. This position is further responsible for checking work performed by employees to ensure that it meets the quality standards of the Public Works Department. The successful candidate must be able to perform and assign tasks in a positive manner that demonstrates team building and leadership skills.

SUPERVISION RECEIVED

Works under the supervision of the Director of Public Works.

SUPERVISION EXERCISED

Supervises the Highway Crew and daily operations of the Highway Department.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Plans, schedules, helps develop and implement policies and practices to ensure quality maintenance and customer service as they relate to Town streets and associated infrastructure.

Assists in the training of employees.

Responsible for implementing and using technology that is deemed beneficial for Public Works Operations.

Inspects and/or repairs streets, drainage systems, structures, and ditches at frequent intervals to ensure that all aspects of these systems are maintained and functioning properly.

Maintains a variety of records relating to inspections, maintenance activities, repairs, inventory, etc.

Responsible for Dig Safe program.

Responsible for implementing and employee compliance with all written policies / programs. Reviews all written policies / programs annually and recommends updates / changes as needed.

Responsible for knowing and enforcing all safety regulations, and policies and practices associated with Public Works operations. Must be familiar with Department of Labor and Work Zone Safety regulations.

Responsible for Department payroll and associated employee records. Maintains other departmental records as required.

Responds to complaints and service requests regarding pot holes, drainage, right-of-way problems, signals, street lights, signs or other related issues. Evaluates situation and explains findings to Director of Public Works, and assists with determining solutions and appropriate response. Works closely with the Public Works Administrative Assistant regarding work orders and recordkeeping.

Provides effective communication to the public regarding maintenance activities, service disruptions, traffic detours, etc.

Employee is often on call and needs to be available to be called in to duty.

Ensures the proper maintenance of equipment and tools by checking equipment and tools after use, and by working closely with the Superintendent of Vehicle Maintenance.

Operates various types of trucks and equipment used for Public Works operations.

Oversees and performs routine inspections / reporting on equipment. Oversees the use of any Town vehicle or equipment assigned to the Public Works Highway Department.

Performs all duties in conformance to appropriate safety and security standards.

Operates a variety of power construction and maintenance equipment used in the Highway Department.

Assists in preparation of Departmental budget, CIP and Equipment Replacement Programs.

Assists in hiring and disciplinary matters.

Performs other work as required.

PERIPHERAL DUTIES

Serves on various employee or other committees as assigned.

Assists other departments as needed.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- (A) High School Diploma or GED equivalent. Additional education in civil engineering, road maintenance, construction practices, work zone and workplace safety are strongly preferred.

- (B) Five (5) years of supervisory and maintenance experience relating to infrastructure, seasonal road maintenance, and road construction activities.

Necessary Knowledge, Skills and Abilities:

- (A) Considerable knowledge of construction / maintenance equipment, facilities, construction materials, methods and procedures used in maintenance, construction and road repair activities.
- (B) Basic computer knowledge - Word, Excel, Outlook, electronic work order systems, GIS-based infrastructure management systems.
- (C) Skill in operation of road maintenance / construction equipment (snow plows, loaders, dump trucks, etc.).
- (D) Ability to work safely. Ability to communicate effectively both verbally and in writing. Ability to establish and maintain effective working relationships with employees, other departments and the public. Ability to understand and carry out written and oral instructions. Ability to read and follow construction plans.
- (E) Considerable knowledge of storm water and erosion control best management practices.

SPECIAL REQUIREMENTS

Valid State Driver's license and CDL Class A certification with Tank endorsement or ability to obtain one within six (6) months of employment.

Shoreland Erosion Control Certification or ability to obtain within one year.

Tank Smart Certification or ability to obtain within one year.

TOOLS AND EQUIPMENT USED

Motorized vehicles and equipment - including dump truck, pickup truck, and all manner of Public Works vehicles and equipment.

PHYSICAL DEMANDS

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.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee frequently is required to stand and talk or hear. The employee is often required to walk, sit, climb or balance, stoop, kneel, crouch, or crawl and smell.

The employee must frequently lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee will encounter while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in outside weather conditions and in cold conditions. The employee frequently works near moving mechanical parts and is frequently exposed to vibration, dust, noise and outdoor weather conditions. The employee is occasionally exposed to fumes or airborne particles, and risk of electrical shock. Extended hours are required.

The noise level in the work environment is usually moderate to very loud.

The duties listed above are intended only as 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 to the position.

The job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer as the needs of the employer and requirements of the job change.

I have reviewed and understand the Highway Superintendent job description, and believe it to be accurate and complete. I understand that the Public Works Director and/or Town Manager of the Town of Yarmouth retain the right to change the job description as it deems necessary. I will follow and adhere to my job description to the best of my ability.

Employee Signature

Date

Revised: 07-21-2015 (E.S.S.)

Revised: 06-08-2017 (E.S.S.)