



# Town of Blandford Massachusetts

<b>Job Title:</b> Highway Department Superintendent	<b>Location:</b> 114 Otis Stage Road
<b>Job Type:</b> Appointed	<b>Reports To:</b> Town Selectmen
<b>Hours per Week:</b> 40	<b>Pay Basis:</b> Hourly

## **JOB DUTIES:**

- Plan, direct and budget the activities of the Highway Department.
- Prepare departmental operating budgets; coordinate efforts with the Town Selectmen and other town boards/committees. Submit required budgets/proposals on time.
- Administer and approve all expenditures, including payroll, accounts payables, and contracts for outside services.
- Keep the Town Selectmen and designated others accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems.
- Seek all appropriate state and federal grants.
- Establish a time frame for projects and ensure timely completion of tasks and projects
- Plan the utilization of staff and equipment in accordance with work schedules.
- Manage all road construction projects and contracts; work closely with contractors to ensure the proper fulfillment of the contract.
- Represent the department at various meetings both in and out of town.
- Identify and respond to all complaints, concerns, and questions from the public and other town departments.
- Supervise the overall administration and direction of highway operations, including the maintenance and repair of roads and related facilities; the maintenance of vehicles and equipment; preparation and cleanup for special town events, tree maintenance; 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.
- Develop work schedule and assignments for all department employees.
- Ensure general maintenance to highway facility including but not limited to painting, minor carpentry and general upkeep is completed by Highway Department staff.
- Respond to after-hours calls for emergencies that involve the town as required.
- May be required to perform any of the various standard highway department tasks of the Highway Department Maintenance Worker.
- Perform related, similar, or other logical miscellaneous duties, which may require ability to perform functions beyond those contained in this job description.

## **GENERAL RESPONSIBILITIES:**

- Ensures all work is performed in accordance with all federal, state and local laws, rules and regulations and within mandated OSHA and MSDS standards.
- Attend meetings, workshops, training and review publications to remain current on practices and new developments in assigned work areas.
- Represent the town in a professional manner at all times. Ensure all Highway Department work assignments are completed in a prompt, efficient and safe manner.
- Report all accidents, to self and/or property, as well as safety concerns to Town Selectmen and other related departments within 2 hours of the incident for non-emergencies. All emergency incidents must be reported immediately.
- Commitment to maintain a good working relationship with coworkers, other town officials and the general public.
- Create, develop and maintain comprehensive maintenance plan for town roads and related infrastructure.

## **REQUIREMENTS – MINIMUM QUALIFICATIONS:**

- Five to seven years' experience in the management and operations roads, snow removal, and administration; experience including supervisory and budgetary; or any equivalent combination of education and experience.
- Comprehensive technical and practical knowledge of the materials, methods and techniques relative to highway projects, snow/ice removal and other highway/road issues.
- Knowledge of the laws, rules, and regulations relating road projects including design selection, contract bidding, award, management and safety requirements.
- Knowledge of highway department financing and administration or like experience.
- Prior experience and ability to prepare and administer budgets, financial reports, and prepare grants.
- Minimum of two years planning, assigning and supervising the work of employees engaged in a variety of road construction and maintenance operations.
- Possess a valid Massachusetts class B driver's license. Class A preferred.
- Must meet the Minimum Qualifications of the Highway Department Maintenance Worker.

## **WORKING CONDITIONS:**

- 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.