



## TOWN OF BLANDFORD

### Office of the Board of Selectmen

1 Russell Stage Road  
Blandford, MA 01008  
413.848.4279 x206

[www.townofblandford.com](http://www.townofblandford.com)

### Board of Selectmen

Cara Letendre, Chair  
Eric McVey, Secretary  
William Levakis

### Town Administrator

Joshua A. Garcia

## JOB DESCRIPTION: HIGHWAY SUPERINTENDENT

<b>Job Title:</b> Highway Department Superintendent	<b>Location:</b> 1 Russell Stage Road
<b>Job Type:</b> Appointed	<b>Reports To:</b> Town Administrator and Board of Selectmen
<b>Hours Per Week:</b> 40 with Overtime	<b>Pay Basis:</b> Hourly

### JOB DESCRIPTION:

This Department Head position is responsible for planning, directing and supervising the activities and operation of the Town of Blandford's Highway Department, which includes the construction, improvement, repair, care and maintenance of designated highways, bridges, and culverts within the town. The position requires leadership and considerable exercise of independent judgement. The Highway Superintendent has the responsibility for keeping within the budget, supervising, making recommendation to the Board of Selectmen for hiring, and discharging all employees of the department. This position reports to the Town Administrator under the direction and leadership of the Board of Selectmen. Requires attendance at night meetings from time-to-time. The Highway Superintendent is responsible for supervising the work of highway crew(s) composed of Heavy Equipment Operators, Motor Equipment Operators, Mechanics, and Laborers engaged in the maintenance of highways, bridges and adjacent areas and participating in highway maintenance activities of a physical nature including the operation of highway construction and motorized equipment. The Superintendent will also be responsible for capital and road infrastructure (82 miles of road) planning for improvement and also responsible for asset management of town owned vehicles and equipment of the Highway Department.

### JOB DUTIES:

- Plan, direct, and budget the activities of the Highway Department.
- Prepare departmental operating budgets.
- Administer and approve all expenditures, including payroll, accounts payables, and contracts for outside service.
- Keep the Town Administrator and the Board of Selectmen accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems.
- Seek appropriate state and federal grants.
- Establish a timeframe for projects and ensure timely completion of tasks and projects.
- Plan the utilization of staff and equipment in accordance with work schedules.



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- 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 town and out of town.
- Identify and respond to all complaints, concerns, and questions from the public and other town departments.
- Supervise and oversee 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 including the Highway Secretary.
- 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-hour 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:**

- Patrols and inspects town roads and adjacent areas within geographical area to determine condition and maintenance.
- Directs development of the department's capital and road infrastructure improvement needs.
- Responds to constituents' inquiries related to the towns infrastructure.
- Directs management of department records, documents, and equipment.
- Monitors compliance with federal, state and town bylaws, regulations, codes, and policies.
- Prepares and maintains annual departmental budget according to budget guidelines.
- Assigns, evaluates, disciplines, trains and supervises staff, including the Highway Secretary.
- Formulates and implements departmental policies and procedures.
- Attend meetings, workshops, training, and review publications to remain current on best 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.



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- Report all accidents, to self and/or property, as well as safety concerns to Town Administrator and the Board of Selectmen 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.

### **KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

- Thorough knowledge of the practices, techniques, tools, equipment, materials and safety precautions of highway/bridge construction, snow removal, maintenance and repair.
- Working knowledge and experience as heavy equipment operator, mechanic or construction craft person.
- Working knowledge of procurement laws and experience with coordinating bidding process.
- Ability to plan, organize, and coordinate complex and diverse phases of public works projects and programs.
- Ability to compose correspondence, reports, and maintain records.
- Working knowledge of governmental organization and budgetary procedures.
- Knowledge of federal, state, and town bylaws.
- Ability to supervise and direct the work of others.
- Ability to establish and maintain effective working relationships with other public officials, contractors, engineers, architects, lawyers and the general public.
- Ability to be firm, tactful, courteous and use good judgment.
- Possession of high professional standards, integrity and honesty.
- Physical condition commensurate with the demands of the position.
- Respond to Town constituents, including the Board of Selectmen and the Town Administrator, during emergencies.

### **MINIMUM QUALIFICATIONS:**

- 7 to 10 years of experience in the management and operations of roads, snow removal, and administration; experience including supervisory, capital planning, 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 to road projects, including design selection, contract bidding, award of contract, management, and safety requirements. Possess a valid Massachusetts state driver's license.
- Class B and 2A License



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#### **DESIRED:**

- Class A CDL
- 4G
- Hoisting 1C

#### **WORKING CONDITIONS:**

This is a working supervisory position responsible for conducting road maintenance activities as well as supervision and leadership.

- 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.

#### **COMPENSATION:**

Hourly range for this benefited fulltime position is \$21.00 to \$25.00 an hour depending on qualifications and experience with a probation period of 90 days. Overtime hours are available. NOTE: in the past, former Superintendent/s have averaged roughly \$58,000 to \$65,000 annually with rate and overtime combined. The typical workweek is Monday through Friday and can include evenings and weekends. The applicant must have scheduling flexibility. Residency is not required.

#### **HOW TO APPLY:**

Applications may be submitted electronically or mailed/dropped off at the Blandford Town Hall. Please send resume with a cover letter and 3 professional references - addressing the job requirements to this email address: [administrator@townofblandford.com](mailto:administrator@townofblandford.com). Or to this mailing address: Town Hall, 1 Russell Stage Road, Blandford, MA 01008. Submitted applications are to be to the attention of Joshua A. Garcia, Town Administrator. Closing date for all applications is Thursday, December 27, 2018 - position will remain open until filled.

The Town Administrator and the Board of Selectmen will review applications immediately after submission deadline date and coordinate initial interviews. The Board of Selectmen will do the final interview and will be the hiring authority. Should you have any questions regarding this opportunity, please contact: Joshua A. Garcia, Town Administrator at 413.848.4279 x2 or [administrator@townofblandford.com](mailto:administrator@townofblandford.com).