

# Town of Blandford, MA

## Highway Superintendent

### Position Profile / Job Description



	Open Water
	Perennial Streams
	Forested Area

<b>Job Title:</b> Highway Department Superintendent	<b>Location:</b> 1 Russell Stage Road (Town Hall)
<b>Job Type:</b> Appointed	<b>Reports To:</b> Town Administrator and Select Board
<b>Hours Per Week:</b> Average 40 to 50 hours per week	<b>Pay Basis:</b> Salary - \$62,000 to \$72,000 annually

# About The Town and Highway Department Overview

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The Town of Blandford of approximately 1,233 residents is a rural community in Western Massachusetts within the Pioneer Valley region. Incorporated in 1741, the Town's 53.4 sq. miles is bordered by Berkshire County communities (Becket and Otis) on the west, the Towns of Chester and Huntington to the north, Town of Russell to the east, and the Towns of Tolland and Granville on the south. The Town has a combination of both paved and non-paved roads. In 2020, the Pioneer Valley Planning Commission (PVPC), which is the Town's regional Metro-Politan Planning Organization (MPO), evaluated and forecasted pavement conditions and maintenance requirements for 34 miles of Town-owned paved roads surveyed which constitute 43 roadway segments. It was reported that the average Overall Condition Index (OCI) for the middle of 2020 was rated at 80, which indicates that majority of the roadways are in what is considered by Cartegraph to be in good condition. The Town of Blandford is within District 1 of the Massachusetts Department of Transportation and collects Chapter 90 funds for a total of 63.34 miles of accepted roads.

## **Town Governance Structure and Highway Department Staff Capacity**

The Town follows the Town Meeting form of government with a three member Select Board who are elected for a three-year term and are directly responsible for all matters affecting the interest and welfare of the community. The Select Board appoints the Town Administrator who operates under the strategic direction of the Select Board and assists with overseeing Town departments, activities, and projects for which the Town Administrator is given authority, responsibility, or control by by-law, Town Meeting vote, and by vote of the Select Board. The Select Board also appoints the position of the Highway Superintendent who works under the direction of the Select Board and is supervised by the Town Administrator on the Select Board's behalf. It is recognized that the Highway Superintendent position derives its authority from the Select Board who remain ultimately responsible for all operations of the Town. The Highway Superintendent works for the Select Board to administer the day-to-day business of the Highway Department and shall assure that the Select Board and Town Administrator are kept well informed as to all ongoing operations of the Highway Department. The Highway Superintendent oversees four full-time employees who are part of a union shop.

## **Highway Department Progress to-date:**

Since 2018, the Town has implemented several changes to mitigate many challenges that have built up over a period of time. Some of these include investing in necessary highway equipment and vehicle upgrades, expanding personnel capacity by adding one more full time employee, executing an aggressive plan to better maintain roads, and implementing a more intensive maintenance program for all capital assets. The Highway Department maintains an excellent reputation with vendors, contractors, and state and local government departments.

The Highway Department has managed to coordinate activities to repave over 8.5 miles of road and also repaved some parking lots on Town owned property. The Highway Department has been working on a number of non-paved roads around Town as well. In previous years, the Town has been able to leverage a small bridge grant and recently completed construction work on two small bridges that were in dire need of repair.

Much of what has been accomplished to-date has been mostly because of the collaboration and diverse technical expertise between the Highway Department, Select Board, Finance Committee, and the Town’s people; using a combination of local appropriation, bonds, and state resources. Although the Town is thrilled about the work achieved to-date, there are still some gaps and other challenges ahead for the successful candidate. These challenges include issues caused by change of weather given the geographical location of Blandford, as well as the condition of North Blandford Road which is a 3.4 mile stretch of road that connects Blandford to the Town of Otis. Furthermore, the Highway Department has outgrew their space at the existing highway garage. The Town is looking to build a new highway garage in the very near future and rehabilitate the existing highway garage to get it ready for Fire Department use. The Town is coordinating efforts to secure an Owners Project Manager (OPM) and the successful Highway Superintendent candidate can expect to work with the OPM and other relevant departments to successfully accomplish its building project goals. With proper planning, collaboration, and coordination of tasks and available resources, the Town is confident in being able to navigate these challenges to resolve accordingly. Therefore the selected candidate will need to have the leadership capability and knowledge to be able to effectively communicate issues, provide guidance on available options, and coordinate activities for execution as the Town attempts to be creative with available resources to improve services and ensure a greater quality-of-life for residents.

### Highway Department FY21 Budget Overview

The FY21 budget consists of a combination of local appropriation and Chapter 90.

Local Appropriation:

01 - GENERAL FUND		Carry Fwd	Orig Bud
Account	Description		
015422.000	Highway Salaries		246,801.61
015422.001	Highway Overtime Salary		4,000.00
015422.002	Highway Expenses		30,000.00
015422.003	Highway Expense - Clothing Allowanc		3,500.00
015422.004	Hwy Equipment Repairs - Outside Svc		42,000.00
015422.006	Highway Vehicle Maintenance		10,000.00
015422.008	Highway P/T Salaries		7,500.00
015422.012	Highway Equip Rental		15,000.00
015422.013	Highway - Western Mass Mower		1,000.00
015422.014	Highway - Vehicle Fuel		18,000.00
015422.015	Highway Garage - Maint & Repairs		5,000.00
015422.016	Highway Garage - Utilities		4,500.00
015422.018	Highway Repair New Roads		100,000.00
015422.019	Highway-Tree Canopy Work		18,000.00
<b>422 Total Highway</b>			505,301.61
015422.005	Salt & Sand		55,000.00
015422.009	Highway Plow Blades/Nuts/Bolts Wint		15,000.00
015422.010	Highway - Fuel/Oil Winter Exp.		17,000.00
015422.011	Snow & Ice Labor		32,455.00
<b>423 Total Snow &amp; Ice</b>			119,455.00
<b>01 Total GENERAL FUND</b>			624,756.61
<b>Grand Total</b>		0.00	624,756.61

2021 Chapter 90 apportionment:

Town	Highway District	Miles 2019	Population 2010	Amount
Blandford	1	63.34	1,233	\$257,687



**TOWN OF BLANDFORD**  
**Executive Office of the Select Board**  
1 Russell Stage Road  
Blandford, MA 01008  
413.848.4279 x206

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

**Select Board Members**

Cara Letendre, Chair  
Eric McVey, Clerk  
Thomas Ackley

**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 Select Board
<b>Hours Per Week:</b> Average 40 to 50 hours per week	<b>Pay Basis:</b> Salary - \$62,000 to \$72,000 annually

### **JOB DESCRIPTION:**

This working 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 recommendations to the Select Board for hiring, and discharging all employees of the department. This position reports to the Town Administrator under the direction and leadership of the Select Board. 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 (roughly 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 Select Board 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.
- 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.
- 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.
- 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.
- Report all accidents, to self and/or property, as well as safety concerns to Town Administrator and the Select Board 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 Select Board 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.
- Possess a Class B and 2A Hydraulic License.

**ADDITIONAL PREFERRED:**

- Class A CDL
- 4G
- Hoisting 1C
- Solid knowledge of Chapter 90 program

**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:**

Salary range for this benefited fulltime position is \$62,000 to \$72,000 annually depending on qualifications and experience with a probation period of 90 days. 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 Friday, April 16, 2021 - position will remain open until filled.

The Town Administrator, Police Chief, Fire Chief, and the existing Highway Superintendent will review applications immediately after submission deadline date and coordinate initial interviews. The Select Board 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 x502 or [administrator@townofblandford.com](mailto:administrator@townofblandford.com).