



JOB DESCRIPTION: HIGHWAY SUPERINTENDENT

Job Title: Highway Department Superintendent	Location: 1 Russell Stage Road
Job Type: Appointed	Reports To: Town Administrator and Select Board
Hours Per Week: Required Minimum of 40 hours per week.	Pay Basis: Salary - \$75,000-\$80,000+ Negotiable based on experience and skills.

JOB DESCRIPTION:

This Working Department Head position is responsible for planning, directing, participating in and supervising the activities and operation of the Town of Blandford's Highway Department. This 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, as well as administrative capabilities. The Highway Superintendent is responsible for keeping within 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 Select Board Meetings as well as other departmental meetings as needed. The Highway Superintendent is responsible for supervising the work of all highway personnel. 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. Additionally, the Highway Superintendent will be well versed in MassDOT policy and procedures, such as managing the Town's Chapter 90 funding as well as other State and Federal funding sources.

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 of all operations.
- Seek and manage 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 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 emergencies; snow and ice removal; and roadside brush removal.

- Coordinate, administer, and monitor the training of all employees in the operation of equipment, highway department procedures, town requirements, and safety practices.
- 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 Workers.
- 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.
- 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.
- 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.
- Participate in insurance mandated safety trainings.

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, or mechanic
- 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.
- 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. Minimum 5 years' experience in municipal highway supervision
- 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 minimum of Class B CDL and 2B Hoisting license.
- Solid knowledge of Chapter 90 program.
- Minimum OSHA 10

ADDITIONAL PREFERRED:

- Class A CDL
- 1A Hoisting license

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 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 negotiable \$75,000-\$80,000+ 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. Or to this mailing address: Town Hall, 1 Russell Stage Road, Blandford, MA 01008. Submitted applications are to be to the attention of Cristina Ferrera, Town Administrator. **The closing date for all applications is January 27th, 2025.**

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: Cristina Ferrera, Town Administrator at 413.848.4279 x502 or administrator@townofblandford.com.