

Highway Superintendent

Town of Wilmington, Vermont

Classification

Exempt, Salaried.

Salary

Negotiable

Reports to

Town Manager

Date

July 18, 2019

Job Description

SUMMARY

The Highway Superintendent is a Town of Wilmington Department Head under the direction and general supervision of the Town Manager. This position is a working superintendent role that plans and oversees all municipal highway operations, including effectively managing employees, to advance the safe and effective functioning of the highway department, including municipal construction projects and maintenance of municipal roads, sidewalks, vehicles, and equipment. The Highway Superintendent must have excellent managerial skills, function as a physically fit working highway employee and possess effective community relations and interpersonal skills. The Highway Superintendent works cooperatively and collaboratively as a member of the Town Manager's leadership team, and provides highly responsible and responsive administrative support to the Town Manager.

The Highway Superintendent is responsible for all activities of the Department, including but not limited to the following:

DUTIES AND RESPONSIBILITIES

- Assumes full management and leadership responsibility for all Highway Department services and activities; manages the development and implementation of department goals, objectives and priorities for each assigned service area; recommends, develops, administers and enforces policies and procedures consistent with federal, state and local standards; implements directives from the Town Manager.
- Leads and supervises all Highway Department and Transfer Station / Maintenance employee(s), modeling behaviors and holding employees accountable for a respectful work environment.
- Plans, schedules, oversee, and implements effective highway maintenance activities.
- Facilitates federally required drug testing requirements for prospective hires and random drug testing of current employees; coordinates scheduling with the "Designated Employer Representative" (DER).
- Recruit, select, train and motivate assigned personnel; provides, schedules or coordinates

staff training to meet appropriate certifications and competencies.

- Provides frequent, timely, and respectful performance feedback and coaching to employees and conducts meaningful employee performance reviews, documented in writing, at least annually.
- Reviews Town rules, regulations, policies and procedures on an annual basis with all members; ensures compliance by all members.
- Works with employees to correct deficiencies and recommend disciplinary action beyond an oral reprimand, when necessary.
- Provides staff assistance to the Town Manager and Selectboard; prepares and presents reports and other necessary correspondence in a timely manner; attends Selectboard and other meetings, as required.
- Prepares and presents annual highway budget for approval by the Town Manager, Selectboard and voters.
- Advises Town Manager and Selectboard on capital projects and equipment purchases; researches and prepares bidding specifications.
- Purchases necessary supplies in a timely and cost-effective manner.
- Regularly updates the Town Manager on the status of roads, municipal projects, equipment and training needs.
- Works with *the* Town Manager, Administrative Assistant and/or Finance Officer to apply for, obtain, and manage grants, including all necessary documentation and recordkeeping.
- Ensures continual weather condition monitoring to evaluate the need for snow and ice removal and other weather related maintenance requirements.
- Tracks the use of materials, application rates of sand and salt, vehicle maintenance and related records using electronic or other means.
- Operates commercial motor vehicles and other related equipment while performing and overseeing the timely and effective maintenance of all municipal roads and rights of way (ROW).
- Identifies, oversees and performs the timely and effective maintenance and repair of all municipal roads, ROW, and drainage systems.
- Performs and oversees needed manual work such as: shoveling, sign repair and installation, flagging, trash/debris removal, soil/asphalt compaction and all related work.
- Performs and oversees routine maintenance (including washing and cleaning) and minor repairs on municipal trucks and equipment, ensuring that regular oil changes, light bulb replacement, lubrication, tire inflation and other needed maintenance take place to preserve vehicle longevity and ensure safe operation.
- Performs and oversees periodic safety inspections of municipal vehicles including: brake system, tires, windshield and wipers, hoses, fluids, tie rods, ball and socket joints, lights, turn signals, etc. to ensure all are in proper operating condition.
- Ensures compliance with Vermont's Occupational Safety and Health Administration rules and regulations.
- Manages the care and maintenance of the Highway Department building.
- Oversees a neat and orderly storage and work space.
- Ensures staff participation in all safety training offered/sponsored by the municipality.
- Sets example for employees by following safety precautions and procedures at all times, including wearing personal protective equipment (PPE).
- Ensures that all interactions with colleagues, municipal officials and the public are respectful,

courteous, and helpful.

- Ensures effective response to requests and concerns expressed by the public.
- Responsible for meeting all recordkeeping requirements including: employee timesheets, work logs, vehicle logs, purchase orders and all first reports of injury within 72 hours.
- Complies with all municipal policies and state and federal regulations.
- Responds to and resolves difficult and sensitive citizen inquiries and complaints in a timely manner; explains Highway Department and Town programs, policies and activities; negotiates, mediates and resolves sensitive and controversial issues.
- Attends and participates in professional group meetings, and increases professional knowledge and development as Highway Superintendent; maintains awareness of trends and developments in the field.
- Responds to emergencies and community disasters without hesitation.
- Performs all other duties as required.

KNOWLEDGE , SKILLS and ABILITIES

- Must serve as trusted leader, demonstrating active listening skills, coaching, and motivating employees.
- Ability to lead and supervise subordinates; plan, organize, direct and coordinate the work of staff.
- MRGP-REI. Must understand and implement Municipal Roads General Permit-Road Erosion Inventory standards, to fulfill requirements regarding road erosion inventories of all hydrologically-connected roads, to develop plans and schedules to implement those plan practices, to evaluate progress of implementation plan.
- Must demonstrate excellent judgment, decision making, customer service, communication skills, and delegation of authority.
- Must safely and skillfully operate municipal trucks, while seated for long periods of time.
- Must be adept at driving a plow truck while working plow controls.
- Requires considerable knowledge of maintenance and repair procedures required for safe equipment operation.
- Must maintain strong safety awareness, problem solving and critical thinking skills.
- Requires strong knowledge of and demands impeccable adherence to safety practices required for gravel pit operations, in accordance with the Mine Safety and Health Administration (MSHA).
- Requires strong knowledge of and demands impeccable adherence to safe excavation and trenching practices.
- Must anticipate, recognize, communicate about, and respond to maintenance and repair needs to prevent problems with safety, malfunction, or the greater cost of postponed repairs.
- Must maintain composure at all times and interact tactfully and respectfully with all people.
- Must engage in all required safety, supervision, and other appropriate training.
- Must willingly receive and apply constructive feedback.

RECOMMENDED MINIMUM QUALIFICATIONS

- High school diploma or equivalent is required; associate's or bachelor's degree from an accredited college or university is preferred;
- At least 5 years supervisory experience that demonstrates effective managerial skills including the ability to provide and receive timely constructive feedback;
- At least 10 years of experience driving dump trucks and plowing snow as well as one-year experience operating heavy equipment, is required;
- Valid driver's license and clean driving record are required;
- Valid Commercial Driver's License (CDL) Level A or B required;
- OSHA 10-hour or 30-hour certification required;
- Masters level of Vermont Local Roads Road Scholar Program is desirable.

ENVIRONMENT

- Most work occurs in offices, trucks, outdoors on municipal roads, or in municipal garage.
- Frequent overtime is required during winter months with highly variable work schedules, including nights and weekends.
- Exposure to rain, snow, ice, heat, cold, and other extreme weather conditions for long periods.
- Exposure to biting insects, plants, and other wildlife.
- Exposure to moving mechanical parts, roadside danger, loud noise, and vibration associated with heavy equipment and construction sites.
- Walking/movement occur over uneven or slippery ground, hillsides, ditches, brooks, etc.
- Frequent contact with other town officials and with the general public; frequent contact with state and federal agencies; contacts are in person, by phone or in writing requiring discussing complex information.
- Weekend and night on-call hours required, especially during winter season.

MENTAL AND PHYSICAL DEMANDS

- Responsible for performing administrative duties as required, to include payroll records, budget management, grant, VOSHA and FEMA recordkeeping and reporting.
- Must adhere to all federal drug and alcohol testing requirements for drivers of Commercial Motor Vehicles.
- Must be able to communicate clearly.
- Must be able to evaluate and solve problems
- Must demonstrate excellent judgment and quick reaction time to prevent accidents and respond appropriately in the event of an emergency.
- Must be able to read, comprehend and follow written and verbal directions and instructions.
- Frequently and repeatedly lifts or moves up to 35 pounds and occasionally lifts or moves up to 80 pounds;
- Dexterity and visual acuity needed to safely drive and operate manual and power tools.
- Must have ability to withstand exposure to varying weather conditions while exerting physical effort during long shifts.
- Must be able to safely drive a municipal vehicle for prolonged periods of time that include darkness and challenging weather conditions.
- Must be able to safely switch from sedentary driving position to several hours of manual

labor and vice versa.

- Must have good vision (with or without corrective lenses), peripheral vision, spatial orientation, and depth perception for safe driving, equipment operation, and accident avoidance.
- Must be able to respond immediately to vehicle horns and voice communication.
- Must be able to frequently climb up and down ladders, frequently climb into and out of large vehicles and heavy equipment safely.
- Must be able to stand and work over uneven or slippery terrain is required;
- Physical demands also include: constant reaching, frequent walking, frequent prolonged sitting, frequent prolonged standing; frequent grasping; frequent bending/crouching.

TOOLS AND TECHNOLOGY

- Must safely operate machinery and equipment, including but not limited to: plow truck, dump truck, loader, grader, excavator, tractor, roadside mower, chipper, sidewalk plow, compactor, power washer, etc.;
- Must safely use hand tools and power tools such as jack hammer and chain saw;
- Must demonstrate computer literacy that includes: email, data entry, basic spreadsheet work, online training, internet searches, etc.
- Ability to quickly learn and effectively use software programs, as required.

VISION

Ability to see in the normal visual range with or without correction.

HEARING

Ability to hear in the normal audio range with or without correction.

WORK HOURS

In general, as a salaried FLSA-exempt employee, a minimum of 40-45 hours per week is expected; typically, regular summertime work week hours are from 6:00 a.m. to 4:30 p.m. Monday through Thursday, and regular wintertime work week hours are from 6:00 a.m. to 3:30 p.m., and to noon on Friday. However, hours will vary depending upon weather conditions and the needs of the municipality. Wintry weather conditions in a tourist destination, certain summer projects and emergencies will require additional hours in excess of 40 hours per week and often may include work on Saturdays or Sundays especially in the wintertime.

DISCLAIMERS

- The above information is intended to describe the general nature of this position and is not to be considered a comprehensive statement of duties, activities, responsibilities, and requirements. Additional duties, activities, responsibilities, and requirements may be assigned, with or without notice, at any time.
- This job description is not an employment contract nor is it a promise of work for any specific length of time.

EQUAL EMPLOYMENT OPPORTUNITY

The Town of Wilmington is an Equal Employment Opportunity employer.

Employee Acknowledgement

I have received and understand the requirements, essential functions and duties of this position.

<u>Employee Signature</u>	<u>Date</u>	<u>Town Manager Approval</u>
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