

**TOWN OF LEDYARD
PUBLIC WORKS DEPARTMENT
HIGHWAY SUPERINTENDENT**

NATURE OF WORK:

Plans, coordinates, supervises and directs the work of Public Works personnel in the maintenance, construction, improvements, and repair of or associated with streets, street right-of-ways, bridges, storm sewers, drainage systems, municipal buildings and grounds, and the maintenance and repair of highway equipment and Town vehicles.

Work requires continuous supervision of skilled and semi-skilled workers performing a variety of diverse and complex assignments. The work entails a considerable degree of independent responsibility and varying degrees of technical knowledge. Responsible for the day-to-day operations of the Public Works Department, including assignment and supervision of work and initiation and coordination of measures necessary to keep work flowing productively and efficiently.

Work consists of the preparation of work schedules and advance logistics for upcoming projects, ordering needed materials, and obtaining necessary equipment and supplies. The position requires independent judgment, initiative, observation, communication skills and accuracy. Position requires on-call year round, and occasional evening meetings. Responsible for staffing assignments, hiring new personnel and annual evaluations. Performs review and approval of expenditures consistent with limits of the operating budget.

SUPERVISION RECEIVED:

Works under the direction of the Public Works Director and the Mayor.

SUPERVISION EXERCISED:

Supervises the Public Works Department personnel.

ESSENTIAL JOB FUNCTIONS:

Assists the Director of Public Works with prioritizing Public Works Department projects.

Plans and/or supervises development of work schedules of all Public Work Department personnel, including daily work assignments.

Coordinates and directs projects, makes detailed plans to accomplish goals and directs the integration of technical activities.

Inspects conditions in the field to assess infrastructure condition and needs to ensure work plans and schedules accurately reflect the findings of such inspections.

Makes regular field visits to monitor assigned work, ensure adequate supervision and coordination, including problem resolution. Inspects completed work for conformance with specifications and standards.

Acts as the first contact in regards to snow plowing and emergency calls. Responsible for snow and ice control operations; responds to emergency calls on a twenty-four hour basis, assembling and coordinating crew and needed services as required.

Implements policies, standards and procedures for work performed in the department. Plans and coordinates training for Public Works Department personnel to ensure present and future needs of the Department are met according to its operational needs.

Performs administrative functions such as reviewing and writing reports, enforcing rules, ordering needed materials, obtaining necessary equipment and supplies, and purchasing materials or services. Assists the Director of Public Works in the preparation of the Public Works Department budget and in the planning and justification of major purchases.

Annually coordinates inventory of all equipment, materials and supplies.

Spot checks trucks and machinery to ensure timely and adequate operator maintenance is performed. Ensures that timely minor and major repairs are conducted on vehicles and equipment as required.

Ability to establish and maintain effective and courteous working relationships with State and Federal officials, Town Officials, public officials, the general public, other departments and agencies, and co-workers. Encourages participation and teamwork among all employees in the Public Works Department.

Must be able to work a flexible schedule. Regular attendance is a requirement of this position.

Performs other duties as requested.

*******The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position*******

QUALIFICATIONS PROFILE:

Knowledge, Skills and Ability

Knowledge of effective supervisory practices; strong management experience. Ability to understand and implement the contractual requirements for subordinate personnel and all applicable Town policies.

Thorough knowledge of the practices and techniques of Public Works Department work.

Thorough knowledge of the materials, supplies and equipment used in highway maintenance, repair and construction projects.

Thorough knowledge of the occupational hazards and safety precautions associated with Public Works Department work.

Knowledge of machines and tools, including their designs, uses, repair, and maintenance.

Ability to use level, transit, and other field measuring instrumentation is preferred.

Ability to read and interpret professional journals and governmental regulations, write standard reports and correspondence, and effectively present information in one-on-one and small group situations. The position requires the ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization may exist.

Sufficient knowledge of computer software is required to complete correspondence, reports, data entry, and other related basic functions, and with capacity to learn and use job-related computer-based application software. Knowledge of GIS and Asset Management software preferred.

Ability to write concisely, to express thoughts clearly, and to develop ideas in logical order is required. Information provided orally must be accurately recorded.

Ability to work accurately with names, numbers, colors, codes and/or symbols. Accurate records must be maintained and general reports must be prepared with the ability to exercise discretion in handling confidential information.

Ability to plan, organize, direct, and coordinate work of subordinates.

Ability to manage within authorized budget allocations.

Ability to read and follow oral and written instructions.

Ability to effectively communicate orally and in writing.

Ability to establish and maintain appropriate working relationships with outside agencies, contractors, other departments, subordinates and the public.

Experience and Training

Graduation from High School, Vocational School, or equivalent.

Minimum of five years of experience in highway maintenance or construction work, including at least three years in a supervisory capacity.

Criminal background and driving record checks required prior to employment.

Additional Requirements

Occasional use of personal transportation and means of contact via a mobile phone with stipend from the Town according to collective bargaining agreement.

Physical and/or psychological examinations as may be required during employment.

Drug screening both pre-employment and as may be required during employment.

Criminal background and driving record checks are required prior to employment.

Able to arrive at work within 20 minutes to assist and director emergencies and snow events.

PHYSICAL DEMANDS:

Considerable physical strength and stamina. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee must hold a driver's license and be able to operate a motor vehicle. The employee is constantly required to: hear; speak; stand; walk; bend; twist; sit; climb stairs to various levels; use hands, fingers, wrists for repetitive motion; handle/feel objects; reach; drive; get in and out of vehicles; tolerate exposure to weather, domestic animals and environmental allergens. The employee is occasionally required to climb or balance, stoop, kneel, crouch or crawl and smell. The employee may regularly lift and/or move up to 25 pounds, and, at times, may be required to lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus. Normal audio ability is required.

While performing the duties of this job, the employee frequently works in outside weather conditions as well as the office. The employee may work near moving mechanical parts and in precarious places; is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, risk of electrical shock and vibration. The noise level in the work environment is usually quiet while in the office and quiet to extremely loud depending on the task or equipment being used in the field.

Employee must be free from mental and physical disorders which would interfere with performance of duties as described, and have the mental capacity to handle stressful situations, physical danger and risk of serious injury to person and others. Ability to maintain his/her composure with the public and coworkers in everyday, stressful, and emergency situations, and with persons who are under physical and/or emotional stress. Employee may occasionally have to function in situations where subjected to aggressive physical and/or verbal behavior.

Employee must pass a job related medical examination including a drug screening and have normal color vision and hearing. Incumbents must demonstrate a state of physical and mental health consistent with the ability to perform assigned duties and may be required to take additional physical examinations to verify fitness for work.

LICENSE OR CERTIFICATE:

Possess a valid Connecticut Motor Vehicle Operator's Commercial Driver's License (CDL).

******This job description does not constitute an employment agreement or contract between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change. ******

Adopted by the Ledyard Town Council Meeting on: May 24, 2017

Linda C. Davis
Linda Davis, Chairman