

HIGHWAY SUPERINTENDENT, DEPARTMENT OF PUBLIC WORKS, PLYMOUTH, CT

GENERAL DESCRIPTION:

This is very responsible public works supervisory work involving the direction of highway maintenance, transfer station supervision, equipment maintenance and related services. Work involves responsibility for safe, efficient and effective maintenance of public roadways in safe condition. Duties include directing road maintenance, mechanic and transfer station operations, and coordinating highway projects with park maintenance requirements. This position also has the responsibility for making technical highway maintenance operations and management decisions. This work requires that the employee have considerable knowledge, skill and ability in highway maintenance and related areas to oversee daily operations, while directly participating in hands-on, operational tasks.

SUPERVISION RECEIVED:

Works under the direction of the Director of Public Works, or in his absence, in close harmony with the Mayor's office.

EXAMPLES OF DUTIES:

Plans and directs work objectives and activities of a medium size work unit in highway maintenance, transfer station maintenance and equipment maintenance. Reviews reports on unit activities and directs correction.

Coordinates projects and staffing assignments with the needs of the park department. Inspects new roads, drainage, driveways and sidewalks for conformance with town requirements.

Coordinates highway forces with public safety actions in emergency conditions.

May operate equipment when needed, including snow plows.

Gathers and analyzes operating information, determines recommendations and prepares reports.

Determines operating procedures and recommends operating policies.

Assists in developing departmental operating and capital budgets, Approves department expenditures within fund allocations.

Responds to citizen complaints and inquiries. Investigates problems and sees that the town takes proper actions.

Counsels employees and supervises training. Administers union contract language, oral and written warnings and recommends higher level discipline. Interviews job candidates and recommends selection.

Reviews employee performance evaluation. Assures safe work practices.

Coordinates operations with other departments and government agencies. Coordinates unity operations and the personnel, materials and equipment necessary for projects and objectives.

Responds to emergencies at any time, as necessary, and directs emergency highway maintenance forces.

Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Considerable knowledge of public administration principles and practices as applied to the operation of a town highway operation.

Considerable ability to communicate orally and to lead others in operational work groups; good writing ability.

Good ability to administer policies and procedures including planning, scheduling, budgeting, decision making and report development and writing.

Good ability to supervise work groups directly and through subordinate supervisors.

Considerable ability to establish and maintain effective working relationships with subordinates, co-workers, vendors, contractors and the general public.

QUALIFICATIONS:

A high school diploma supplemented by certified professional training and/or by accredited college training in closely related fields with eight years of progressively responsible highway maintenance and/or construction experience including at least three years in supervisory/management capacity.

SPECIAL REQUIREMENTS:

Must have a valid Connecticut Class 2 or higher driver's license.

The Town of Plymouth is an Equal Opportunity Employer

Job Type: Full-time

Pay Range: \$89,500 - \$96,500 per year

Work Location: In person