

Public Works Highway Superintendent  
Town of New Milford

The New Milford, CT Public Works Department is currently recruiting a Highway Superintendent to plan, coordinate, supervise and direct the work of subordinates in the maintenance construction and repair of streets, bridges, storm sewers, drainage systems and highway equipment.

Minimum qualifications include, High school diploma or equivalent required, Associate or Bachelor's degree in Civil Engineering or related field preferred. Minimum of three years experience as a Public Works Supervisor with ten or more years of construction and construction management experience. Associate degree will equate to 3 years of field experience and Bachelor degree will equate to 5 years of field experience. Must possess a valid CT Commercial Driver's License.

Salary up to \$79,000 depending upon qualifications. To view the full job description see below. Posting open until filled.

**Mail** applications and resumes to Greg Bollaro, Director of Personnel, Town of New Milford, 10 Main Street, New Milford, CT 06776.

## Town of New Milford

JOB CLASSIFICATION DESCRIPTION
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**Job Title Highway Superintendent**

Non-Union/Exempt 40 Hrs./Wk.

**Job Summary:**

Plans, coordinates, supervises and directs the work of subordinates in the maintenance construction and repair of streets, bridges, storm sewers, drainage systems and highway equipment. Work requires continuous supervision of skilled and semi-skilled workers and the complexity and diversity of the work varies. The work entails a considerable degree of independent responsibility and varying degrees of technical knowledge. The work is subject to general supervision and frequent inspection. Position requires on-call year round, and occasional evening meetings. Participates in hiring new personnel; draws up annual operating and capital budget proposals and monitors the operating budget on a regular basis.

**Supervision Received:**

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

**Supervision Exercised:**

Supervises the Highway Foreman, Recycling Coordinator, Head Mechanic, Crew Chiefs, Equipment Operators, and Laborers.

**Example of Essential Duties:**

- Responsible for planning, scheduling and inspecting the work of skilled and semi-skilled subordinates engaged in maintenance, construction and repair of streets, gutters, sidewalks, catch basins, vegetation, signage, storm sewer drains and other Public Works duties.
- Directs and delegates maintenance operations including but not limited to resurfacing, repairing, sweeping and grading of roads; the upkeep of roads, trees, drainage systems, bridges and Public Works equipment.
- Directs and implements emergency storm response and snow and ice control operations; responds to emergency calls on a twenty-four hour basis, providing crew and needed services as required.
- Schedules and oversees the construction and repair of Town owned concrete and asphalt sidewalks, the installation and maintenance of signs, the construction and repair of roads, bridges, walls, and fences on Town streets; supervises recycling operations.
- Responsible for organizing, administering and recording appropriate training, equipment and resources to insure that the Town of New Milford meets all safety, OSHA, DEEP, EPA and operating directives, mandates, regulations and ordinances.
- Manages and controls the expenditure of departmental fund allocations and grants within the constraints of approved operating budgets.
- Provides invoice and purchase order review and approval, as required. Plans, recommends and directs new projects, reports on progress and completion of public works projects; develops project budgets, checks work in progress and approves payment applications to vendors and material suppliers.
- Maintains records; prepares time, cost, equipment specifications and other reports.
- Spot checks trucks and machinery to ensure timely and adequate operator maintenance is performed.
- Ensures that timely minor and major repairs are conducted on equipment as required.
- Schedules projects, equipment, crew assignments, and materials on a monthly and weekly basis according to the Town's annual Construction Plan and project priority list.
- Manages Call-Before-You-Dig program.
- Manages sign shop and programs.
- Responsible for insuring those legal requirements are met such as proper licensing of personnel, and random drug testing.
- Assists in the preparation and implementation of the Town of New Milford's Pavement Management program and assists with the development of bid specifications.
- Assigns the weekly work schedule to the Crew Chiefs.
- Monitor's and coordinates adjustments to the Crew Chiefs Daily Schedules.
- Encourages participation and teamwork among all employees in the Highway Department.
- Performs other duties as requested that are both necessary and appropriate.

**Knowledge, Skills and Abilities:**

- Thorough knowledge of and demonstrated ability to utilize the principles and practices of municipal public works functions and public administration as applied to public works.

- Thorough knowledge of tools, equipment, practices and appropriate materials in construction and maintenance of streets, highways, bridges, drains and bulky waste/recycling facilities.
- Thorough knowledge of and demonstrated ability to apply the techniques required for using varied equipment to the best advantage under different use conditions.
- Demonstrated knowledge of Town streets, recycling, tree permits and driveway permits as pertaining to this department.
- Demonstrated ability to interpret plans and layout work in the field.
- Demonstrated ability to work effectively in emergencies and the ability to make difficult decisions within deadlines in an environment of limited resources and competing claims.
- Demonstrated ability to establish and maintain effective working relationships with superiors, peers, subordinates, contractors, officials of other agencies, and the general public.
- Demonstrated supervisory and organizational skills as well as effective oral and written communication skills.
- Demonstrated ability to investigate and prepare reports; to analyze work procedures and develop new techniques; direct the preparation and maintenance of public works records.
- Demonstrated ability to plan, direct, train and evaluate the work staff with economy and efficiency in the use of time, equipment and materials for daily projects.
- Demonstrated ability to work with other departments for the good of the Town of New Milford.
- Demonstrated ability to dig, shovel, traverse difficult, rocky steep or swampy terrain as required for site inspections.
- Demonstrated ability to work outdoors in inclement weather.

**Education, Training, and Experience:**

- High school diploma or equivalent required. Associate or Bachelor's degree in Civil Engineering or related field preferred.
- Minimum of three years' experience as a Public Works Supervisor and ten or more years of construction and construction management experience.
- An Associate degree will equate to 3 years of field experience and Bachelor degree will equate to 5 years of field experience.
- Must have a demonstrated ability to effectively communicate to both staff and members of the public via verbal, written and electronic methods of communication.
- Must possess computer skills including a working knowledge of Word & Excel, e-mail, and the ability to use custom database programs within the department.
- Demonstrated ability and experience with supervising employees under collective bargaining agreements.
- Must possess a valid Connecticut Commercial Driver's License throughout employment.

(The above description lists only those job duties necessary for salary evaluation and does not include each and every job duty requirement.)

The Town of New Milford is an Equal Opportunity Employer.



Reaching		X			Wetness			X	
Handling		X			Humidity			X	
Grasping		X			Extreme Noise or Vibration			X	
Twisting		X			Exposure to Chemicals			X	
Feeling		X			Exposure to Gases and Fumes			X	
Talking			X		Exposure to Unpleasant Odors			X	
Hearing				X	Exposure to Bodily Fluids			X	
Repetitive Motion			X		Exposure to Dampness			X	
Hand/Eye/Foot Coordination			X		Confinement to Small/Restricting Area			X	
Visual Acuity/Near			X		Mechanical Hazards			X	
Visual Acuity/Far			X		Physical Danger		X		

The above statements are intended to describe the general nature and level of work being performed by the employee assigned to this position. They are not to be construed as an exhaustive list of all job responsibilities and duties performed by personnel so classified.

The Town is an equal opportunity employer. In compliance with the Americans with Disabilities Act, the Town will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the Town when necessary.