

TOWN OF EAST HADDAM

PUBLIC WORKS SUPERINTENDENT

Exempt

Position Purpose:

The purposes of this position are to supervise, implement and direct the programs and activities of the Public Works Department in the functional areas of road, sidewalk, bridge construction, maintenance and repair; vehicle and central equipment maintenance; building repairs, storm water drainage/flood control management; and snow removal. The Public Works Superintendent is required to exercise judgment in administering and implementing the department functions and is responsible for maintaining and improving upon the efficiency and effectiveness of all areas under his/her direction and control.

Supervision:

Supervision Scope: Performs a variety of technical, administrative and supervisory responsibilities requiring knowledge of public works functions such as: road construction, vehicle maintenance, facility maintenance, snow removal and drainage maintenance.

Supervision Received: Works under the direction of the Public Works Director; follows established policies where appropriate.

Supervision Given: Supervises all public works driver/laborers in the road division; developing job direction, assigning tasks, providing instructions as needed, and monitoring performance.

Job Environment:

Administrative work is performed in a moderately noisy office; frequently position is required to perform inspections of work crews or use of CDL truck or heavy equipment which could be a very loud situation, under prevailing weather conditions, including extreme hot and cold and the hazardous and very noisy conditions associated with road construction or building maintenance and vehicle repair.

Requires the operation of an automobile, light truck, CDL truck, heavy equipment, telephones, computers, copiers, facsimile machines, and other standard office equipment; occasionally use of pneumatic tools and hand tools. Due to the nature of the position, work for extended periods of time beyond the normal workday may either be assigned or required.

Makes frequent and periodic contact with other municipal departments, vendors and contractors and the general public; communication is frequently in person, by telephone, fax, email or at meetings.

Errors in judgment or omissions could result in delay of services or rework, monetary loss, personal injury, injury to others damage to buildings and potential liability.

Essential Functions:

(The essential functions or duties listed below 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.)

- Supervises, assigns, implements, and directs the operations of the Public Works Crews handling roads, bridges, building repairs, drainage projects.
- Supervises, assigns, implements and inspects all: road construction and reconstruction projects; the installation and repair of storm drainage systems; the repair and cleaning of catch basins; seasonal maintenance activities such as road repair and reconstruction, road grading and street patching; street sweeping; roadside mowing; tree removal; ice control and snow plowing operations.
- Directs and implements emergency storm response system; including plowing, and sanding of roads; inspects roads and bridges to ensure that driving conditions are safe.
- Oversees and directs: the preventative maintenance programs for all Town vehicles and equipment including heavy equipment, senior bus, town vehicles and police vehicles.
- Assists with bid specifications for the purchase of all department equipment, materials and supplies; works with vendors to acquire appropriate supplies and materials for various projects; researches prices of supplies and materials; develops purchase orders for processing.
- Investigates citizen/staff complaints and oversees corrective action as appropriate.
- Assures safe working conditions for employees as required by State and Federal Agencies. Review and enforce DEEP, EPA, OSHA and other public safety and health directives, mandates, regulations and ordinances; provide on the job training of safety methods.
- Reads blueprints and sets up projects accordingly.
- Drives a snow plow and operates heavy equipment as needed.
- Assigns, evaluates and supervises staff. Consults with Public Works Director on such personnel actions as discipline and obtains approval for such personnel actions.
- Assists with preparation of budget.
- Maintains records of all activities conducted by crews, and all infrastructure maintained by Public Works.

Other Functions:

- Performs related work as required.
- Coordinates joint efforts involving snow removal and maintenance functions with the Facilities Director and Public Works Director.
- Continues professional development.
- Attends appropriate Town Meetings, Board of Selectmen and Board of Finance meetings.

Minimum Required Qualifications:

Education, Training and Experience:

The qualifications required would generally be acquired with a High School diploma or graduation from a vocational school and four years increasingly responsible work in public works construction and maintenance activities including two years responsible supervisory experience in public works maintenance and construction work; or an equivalent combination of experience, education and training.

Special Requirements:

Connecticut Commercial Operator's License –CDL, with air brake endorsement

Knowledge, Ability and Skill:

Knowledge: Thorough knowledge of the methods, materials and equipment used in the maintenance and construction of municipal roads and drainage systems; knowledge of the methods, techniques, materials and equipment used in road repair, construction and reconstruction operations; and vehicle and equipment maintenance and repair; strong knowledge of work hazards, safety practices and federal and state laws relating to safety; knowledge of computer applications appropriate for office.

Ability: Ability to inspect work at various stages of completion to ensure conformance to standards; ability to read blue prints and grade stakes; ability to complete projects in timely manner; ability to purchase public works equipment, materials and supplies; ability to establish and maintain effective working relationships with town staff and the public; ability to handle multiple projects and programs at one time; ability to assign, train, and supervise program and staff; ability to manage and administer contracts for service; ability to organize and direct emergency response programs; ability to prepare reports and maintain records; ability to operate CDL and heavy equipment.

Skill: Verbal and written communication skills; aptitude for working with drawings; aptitude for working with construction projects; skill in using the above mentioned office equipment; skills associated with the supervision of staff; aptitude for working with people and maintaining effective working relationships with various groups; skills associated with handling numerous projects at one time.

Physical and Mental Requirements:

Work Environment

	None	Under 1/3	1/3 to 2/3	Over 2/3
Outdoor Weather Conditions				X
Work in high, precarious places		X		
Work with toxic or caustic chemicals		X		
Work with fumes or airborne particles		X		
Non weather related –extreme heat/cold	X			
Work near moving mechanical parts			X	
Risk of electrical shock		X		
Vibration		X		
Other-Work near heavy equipment			X	

Physical Activity

	None	Under 1/3	1/3 to 2/3	Over 2/3
Standing				X
Walking			X	
Sitting			X	
Talking & Hearing				X
Using hands/fingers to handle/feel				X
Climbing or balancing		X		
Stooping, kneeling, crouching, crawling			X	
Reaching with hands and arms			X	
Tasting or smelling		X		
Bending, pulling, pushing		X		
Other-Describe _____				

Lifting Requirements

	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds				X
Up to 25 pounds				X
Up to 50 pounds				X
Up to 75 pounds			X	
Up to 100 pounds			X	
Over 100 pounds	X			

Noise Levels

	None	Under 1/3	1/3 to 2/3	Over 2/3
Very Quiet (forest, isolation booth)	X			
Quiet (library, private office)	X			
Moderate noise (computer, light traffic)		X		
Loud Noise (heavy equipment/traffic)			X	
Very Loud (jack hammer work)			X	

Vision requirements

- Close vision (i.e. clear vision at 20 inches or less)
- Distance vision (i.e. clear vision at 20 feet or more)
- Color vision (i.e. ability to identify and distinguish colors)
- Peripheral vision (i.e. ability to observe an area that can be seen up and down or left and right while the eyes are fixed on a given point)
- Depth perception (i.e. three dimensional vision, ability to judge distances and spatial relationships)
- No special vision requirements

(This job description does not constitute an employment agreement between the employer and employee. It is used as a guide for personnel actions and is subject to change by the employer as the needs of the employer and requirements of the job change.)