

Town of Oakham, Massachusetts

Position Title:	Highway Superintendent	Grade Level:	V
Department	Highway	Date:	2/8/2024
Reports to:	Board of Selectmen	FLSA Status:	Exempt

Statement of Duties: The Highway Superintendent is responsible for administering and supervising the daily activities of a major department of the Town that includes the maintenance and repair of public road ways and infrastructure within the Town of Oakham (“Town”), as well as sidewalks, bridges, road infrastructure, snow and ice removal and the maintenance of town-owned grounds. The employee is required to perform all similar or related duties.

Supervision Required: Under the administrative direction of the Board of Selectmen, the Highway Superintendent plans and carries out the regular work in accordance with standard operating practices and previous training, with substantial responsibility for determining the sequence and timing of actions and substantial independence in planning and organizing the department’s work activities including determining the work methods and staff scheduling. The employee is expected to solve through experienced judgment most problems of detail or unusual situations by adapting methods or interpreting instructions to resolve the particular problem. Instructions for new assignments or special projects usually consist of statements of desired objectives, deadlines and priorities. Technical and policy problems or changes in procedures are discussed with supervisor, but ordinarily the employee plans the work, lays it out and carries it through to completion independently. Work is generally reviewed only for technical adequacy, appropriateness of actions or decisions, and conformance with town policies as well as state or federal laws or other requirements; the methods used in arriving at the end result are not usually reviewed in detail.

Supervisory Responsibility: The Highway Superintendent, as a regular and continuing part of the job, is responsible for the performance of a major department of the Town with responsibility for the supervision of two (2) full-time and four (4) seasonal employees including the training of department personnel, performance evaluation, disciplining of subordinates as well as the recruitment of new employees. Work operations are subject to substantial changes in work procedures and activities. While the timing of these fluctuations can not be anticipated, the procedures to be used can be planned in advance, e.g., the handling storm emergencies. Substantial numbers of employees are dispersed to widely separated locations throughout the town.

Confidentiality: In accordance with the State Public Records Law, the employee has regular access at the departmental level to a wide variety of confidential information, including official personnel files, collective bargaining information on behalf of the Town, and department records.

Judgment: Work is performed based on administrative or municipal policies, general principles, state and federal legislation, or directives that pertain to a specific department or functional area. Extensive judgment and ingenuity are required to develop new or adapt existing methods and approaches to accomplish objectives and/or to deal with new or unusual

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requirements within the limits of established guidelines, practices, or policies. The employee is recognized as the department or functional area's authority in interpreting the guidelines, in determining how they should be applied, and in developing operating policies.

Complexity: The work consists of the practical application of a variety of concepts, practices and specialized techniques relating to a professional or technical field. Assignments typically involve evaluation and interpretation of factors, conditions or unusual circumstances; inspecting, testing or evaluating compliance with established standards or criteria; gathering, analyzing and evaluating facts or data using specialized fact-finding techniques; or determining the methods to accomplish the work.

Work Environment: The nature of duties requires the employee to frequently conduct work outdoors often under adverse weather conditions and involve the continuous presence of unpleasant or irritating elements, such as odors, toxins/fumes, dust, loud noises, electricity, explosive materials, smoke, heat, cold, oil, dirt or grease. Work is continually performed outdoors regardless of weather conditions. The employee is required to work beyond normal business hours to attend evening meetings and in response to man-made or natural emergency situations on a 24/7 basis, 365 days per year.

Nature and Purpose of Public Contacts: The employee has constant interaction with local, state, and federal government officials, community leaders and any other individuals to protect and promote the municipality's overall interest. As spokesperson for the Highway Department, the employee must possess a high degree of diplomacy and independent judgment. Duties require a well-developed sense of strategy and timing in representing the municipality effectively in critical and important situations that may influence the well being of the municipality.

Accountability: Consequences of errors, missed deadlines or poor judgment could result in excessive costs, personal injury, and danger to public safety, delay of service delivery, or legal repercussions to the Town.

Occupational Risks: Duties regularly present potential risk of injuries from improper exposure that could result in loss of time from work. Examples of personal injury include severe muscular strains from working with extremely heavy material, falls from heights more than three feet, traffic, fumes, toxins, exposure to extreme hot and cold temperatures. Special safety precautions, training, or protective clothing such as coats, gloves, glasses, hats or boots is required.

Essential Functions:

The essential functions or duties listed below are intended only as illustrations of the various type 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.

Responsible for the repair and maintenance of Town roads, catch basins, bridges as well as the maintenance of highway department facilities and the operation of the Town's transfer station.

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Plans and assigns work to employees of the department; keeps track of employee time sheets, and inspects the work of semi-skilled and un-skilled employees engaged in the maintenance, construction, and repair of streets, traffic control, catch basins, manholes, operation of a solid waste transfer station, and storm drains in accordance with local, state, and federal regulations and/or department standard operating practices.

Determines cost of materials/supplies/staffing required to implement department projects in a timely, safe, and cost-effective manner.

Supervises the construction and repair of bridges, fences, town streets, inspects street openings and the construction or maintenance work of contractors and utility companies involving the public right of way to ensure public safety and conformance with department or Town policies.

Responsible for the preparation and administration of department contracts, bid documents, annual report, and grant proposals in support of department operations.

Oversees the maintenance, repair, and replacement of department equipment.

Responsible for the development and implementation of an employee training program including safety methods, environmental compliance, and the safe and effective use of department equipment, vehicles, and supplies.

Plans and organizes the department's snow and ice removal and salt/sand applications including the performance of contractors to ensure that roads and sidewalks are maintained in safe operating condition.

Responsible for the preparation and submission of paperwork to be eligible for state and federal funding and grants (i.e., Massachusetts Chapter 90).

Responsible for the purchase of department materials, supplies and equipment in accordance with the State Procurement Law and within budget appropriations.

Responsible for the preparation and administration of the department's annual operating and capital budgets; responsible for the processing of the department's accounts payable and payroll.

Responsible for the procurement of department supplies and equipment; obtains quotations for bids and all other procurement activities in accordance with state regulations.

Develops and implements a training/safety program for department employees.

Works with surrounding communities including the sharing of department resources as requested.

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Responds to requests for information from local and state officials as well as the public.

Attends meetings of the Board of Selectmen, other Town Boards/Committees, community groups, as well as local, state, or federal agencies as required.

Formulates and implements department operating policies and procedures; analyzes town highway department operating need; makes recommendations for needed improvements; implements and administers policies and directives of the Town Administrator and the Board of Selectmen.

Required to attend training seminars or workshops to stay abreast of changes in applicable state or federal regulations, potential funding sources and the application of technology in support of department operations.

Recommended Minimum Qualifications:

Education and Experience: Bachelor's degree in business administration, civil engineering or a related field equivalent to a master craftsman level of trade knowledge; a minimum of five to seven (5-7) years related work experience in the field of road maintenance and repair operations; hands-on experience in snow removal operations with a minimum of three (3) years in a supervisory capacity; or any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job.

Special Requirements: Valid Class B Motor Vehicle Driver's License with a Class 2A, 4G Hoisting attachment. As a condition of employment, the employee must pass a pre-employment physical examination and maintain proper physical condition in order to safely and effectively carry out the essential functions of the position. The employee as a condition of employment is required to participate in the Town's Random Drug and Alcohol Testing Program.

Knowledge, Abilities and Skill

Knowledge: Working knowledge of construction equipment and standard operating practices, administration, customer relations, road repair and maintenance techniques and standard operating procedures and as well as State DOT regulations; knowledge of technical terminology, shop and road machinery and a variety of measuring equipment; working knowledge of building maintenance and repair techniques and practices; knowledge of basic civil engineering practices and techniques. Working knowledge of snow and ice removal techniques and standard operating practices including related equipment. Knowledge of the provisions of the State Procurement Law. Knowledge of municipal budgeting practices; knowledge of building and grounds maintenance and repair techniques and practices and related equipment. Knowledge of technology such as GIS software, office software (word processing, spread sheet applications) web site, and the Internet. Working knowledge of the Town's street infrastructure and Town geographic landmarks. Knowledge of State regulations regarding the control of mosquitoes, operation of a municipal recycling center, and the provision of Tree Warden services.

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Knowledge of the provisions of the State's Procurement Law.

Abilities: Ability to operate specialized light and/or heavy department equipment such as large trucks, graders, backhoes, loaders often under adverse working conditions; ability to follow oral or written instructions; ability to work independently; ability to deal effectively with disgruntled members of the public in a tactful manner. Ability to evaluate and determine the cost of department projects including the resources (equipment and personnel) required to complete projects; ability to coordinate the completion of projects in a safe and effective manner. Ability to establish and maintain effective working relationships with department staff, contractors doing business for the town as well as state and/or federal regulatory authorities. Ability to carry out essential functions and direct staff often under hazardous or inclement weather conditions at all hours of the day in a safe manner. Ability to prepare and administer grants awarded to the department in accordance with grant regulations. Ability to administer an operating and capital budget.

Skill: Proficient written and oral communications skills. Proficient mechanical skills including building renovation, equipment repair and metal fabrication. Proficient customer service and public relations skills.

Physical and Mental Requirements

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 position's essential functions

Physical Skills: Work requires intermittent physical strength and effort on a regular basis and may include such activities as lifting, pulling or pushing heavy department equipment, materials and/or supplies; required to stand or walk for extended periods of time. A great deal of physical effort must occasionally be exerted at this level as well as frequent movement in and out of department equipment and/or vehicles including over rough terrain. Travel, particularly during adverse weather conditions during the day or evenings and over troublesome road conditions is required.

Motor Skills: Duties may involve a high degree of intense mental concentration together with hand and eye coordination and visual attention for long periods in performing activities such as the operation or repair of a Class A vehicle or Class C hydraulic equipment.

Visual/Auditory Skills: The employee is required to constantly read documents, personal computer screens and written reports for general understanding and routinely for analytical purposes. The employee must have the auditory ability to listen and comprehend. The employee is rarely required to determine color differences and to read and interpret non-written materials (e.g., maps and blue prints).

The position description does not constitute an employment agreement between the Town and the employee and is subject to change by the Town as the needs of the Town and/or the requirements

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of the position change.

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