

**TOWN OF TOPSFIELD**  
**HIGHWAY SUPERINTENDENT**  
**JOB DESCRIPTION**

**Position Purpose:**

The purpose of this position is to perform responsible and complex supervisory work in the construction, maintenance and repair projects and programs of the Highway Department. Performs all other related work as required. FLSA exempt.

**Supervision:**

*Supervision Scope:* Performs duties of a responsible and varied nature requiring some independent judgment in the carrying out of projects and work priorities as assigned within department guidelines, as well as the operation and maintenance of a variety of equipment.

*Supervision Received:* Appointed by and works under direction of the Board of Road Commissioners, receiving general instructions regarding department projects and their schedules.

*Supervision Given:* Supervises department employees, assigns tasks and provides instructions, and trains new employees in proper work procedures.

**Job Environment:**

The majority of work is performed outdoors with exposure to temperature extremes and inclement weather. Incumbent is subject to the hazards associated with construction sites. Work environment is very loud. Administrative work is performed in an office environment. May be required to work on weekends and may be contracted at home at any time to respond to important situations and emergencies.

Regularly operates heavy trucks, heavy equipment, hand/power/pneumatic tools, surveying equipment, a computer, telephones and standard office machines.

Interacts frequently with other town departments, contractors working for the department, equipment vendors, engineers, and also with the general public. Communicates in person, by telephone and via standard correspondence. Contacts generally involve an information exchange dialogue.

Errors in judgment may result in time loss and delay, cause damage to buildings and/or equipment, result in serious personal injury and injury to others and have monetary and/or legal repercussions.

**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.)*

Oversees the day to day operations in the Highway Department, supervising personnel, scheduling of work and assigning jobs.

Develops short and long-range plans for the Highway Department; prepares recommendations and plans for the redesign and reconstruction of the Town infrastructure.

Prepares recommendations and plans for the improvement of highway equipment and facilities. Plans and develops specifications for equipment needed and arranging purchase of same within the equipment acquisition process. Develops and administers a preventive maintenance program for the department's fleet and other associated equipment.

Prepares annual operating budget and five-year capital plans for submission to the Commissioners and the Finance Committee.

Works closely with the Town Administrator/Chief Procurement Officer in procurement matters.

Seeks State and Federal grants available to municipal highway departments.

Develops and coordinates safety programs for all highway personnel.

Administers employee policies, handles employee matters, measures performance, establishes work safety rules and procedures, develops and implements training programs for department personnel. Develops and coordinates the Town's Drug and Alcohol Testing Policy for CDL drivers. Attends training sessions pertaining to State and Federal highway regulations and procedures.

Works with the Town Administrator/Personnel Director on personnel matters, including recruitment, discipline, grievances and terminations. Assists the Town Administrator in the collective bargaining process.

Maintains professional liaison relationships with other governmental departments including Police, Fire, and School departments.

Maintains professional relationships with surrounding communities and works cooperatively when it is in the best interest of the Town and public safety.

Develops and monitors Town drop-off Composting Center including staffing, administration, and DEP reporting.

Meets with the Board of Road Commissioners on a regular basis; attends other Board meetings such as Zoning, and Board of Selectmen, as required.

Supervises snow and ice control operations to include spreading salt, plowing, hiring/directing contractors, and maintaining inventory of sand and salt.

Maintains and tracks the budget; monitors the inventory, orders supplies, maintains records and prepares warrants and payroll.

Reviews the work of crews engaged in street, sidewalk, drainage maintenance and repair projects; facilities maintenance; and equipment/vehicle maintenance.

Oversees and participates in the design, construction, maintenance, repair, cleaning, and all essential duties pertaining to roads, bridges, sidewalks, storm drains, catch basins, manholes, and all other public way related structures.

Directs department personnel, service contractors, consulting engineers and others in matters pertaining to, or falling within the auspices of the Highway Department.

Performs similar or related duties as required, directed or as situation dictates.

### **Recommended Minimum Qualifications:**

#### **Education, Training and Experience:**

Bachelor's Degree in civil engineering or equivalent education and work experience desirable; five to seven years of experience in highway construction including heavy equipment motor vehicle operation and some field supervision; or any equivalent combination of education, training and experience.

#### **Special Requirements:**

Possession of a valid Class B Driver's License.

Possession of a valid Hoisting Engineer license; Class 2A Minimum.

#### **Knowledge, Ability and Skill:**

**Knowledge:** Thorough knowledge of department operations. Considerable knowledge of the materials, methods and techniques relative to road construction and maintenance. Knowledge in the construction field.

**Ability:** Ability to participate in and supervise workers operating light and heavy motor equipment. Ability to supervise highway construction projects from general plans and instructions given and to determine the proper amounts of various materials, tools, and equipment needed. Ability to make minor repairs and adjustments to equipment operated.

Ability to read engineering plans. Ability to use surveying equipment. Ability to communicate effectively verbally and in writing with supervisors, subordinates, peers and the public.

*Skill:* Skill in reading and interpreting technical drawings and road construction plans. Skill in the operation of a computer. Proficient in applications for word processing, spreadsheets, database, internet, financial, and web based systems. Skill in operating above mentioned equipment. Skill in management techniques, including application of collective bargaining agreements to union-represented employees.

**Physical 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 essential functions.*

Regularly lifts and/or moves objects weighing 60 pounds or more such as tools/equipment, supplies and construction objects. Certain tasks require seldom lifting of highway equipment up to 100 pounds. Accesses all levels of a construction site/building/structure, traverses uneven terrain, climbs a ladder, and enters and exits from vehicles. Manually operates all tools and vehicle controls. Climbs, balances, stoops, kneels, crouches, and crawls. May spend the whole or a large portion of shift walking and standing. Communicates verbally and in writing. Vision and hearing at or correctable to normal ranges.

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

**Approved September 2019**

**Board of Road Commissioners September 18, 2019**

**Town administrator**