

## **JOB DESCRIPTION**

Position Title: **Highway and Cemetery Division Supervisor**

Department: **DPW Highway Department**

Salary: **\$25-31/hour**

### **Summary/Objective**

The Highway Division Supervisor provides administrative, supervisory, technical and manual work in directing the daily operations of the Highway and Cemetery Divisions of the Department of Public Works.

### **SUPERVISION**

Serves under the supervision of the DPW Superintendent

### **MAJOR DUTIES (essential job functions)**

- Performs highly responsible duties of both an administrative and technical nature requiring the exercise of independent judgment in the administration and operation of the highway and cemetery divisions.
- Supervises full-time employees and a varied number of part-time and seasonal employees
- Recommends discipline of employees to the superintendent. Maintains discipline and good employee relations, receives and handles employee complaints and grievances within limits of union contracts and/or departmental policies.
- Participates in employee performance reviews
- Plans, directs and supervises the operations of the highway and cemetery divisions including work performed in connection with the repair and maintenance of the Sewer and Water Systems
- Supervises the maintenance of highways and streets, storm drains, roadsides, parks and recreation areas, public buildings and cemeteries.
- Directs and assists snow and ice removal operations
- Oversees construction work performed by town employees and contractors
- Schedules and assigns work and equipment. Provides procedural direction and assistance.
- Maintains daily and accumulative records of jobs, employee's time, equipment used, and standard and special projects.
- Maintains on-going records of periodic reports of work completed, in process or pending. Keeps informed of field conditions. Reports conditions needing attention, repairs, etc. such as roads, street lighting, traffic signals, crossings, etc.
- Responsible for determining and initiating purchase of required equipment and for maintenance and inventory of equipment; materials and supplies.
- Assists the Superintendent in the preparation and administration of the division's annual operating budget and in the planning of equipment needs and capital improvements to the town's highways and cemetery.

- Responsibilities require being on call 24 hours per day by telephone for emergencies such as winter snow and ice removal, sewer or water line breaks or downed trees.
- May operate all heavy and light equipment, trucks and other equipment necessary for completion of projects; and perform labor incidental to the work of operating assigned equipment or other task
- Assesses and inventories hazardous town trees and meets with residents to discuss town tree concerns. Coordinates tree management with the town's contractor, documents completed work, and approves contractor bills for payment.
- Performs other duties as responsibilities necessitate or as assigned.

## **WORK ENVIRONMENT**

While performing the duties of this job, work is often performed under varying field conditions with exposure to variable weather conditions and periodic exposure to personal injury. The employee occasionally works near moving mechanical parts and in high, precarious places, and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risks of electrical shock and vibration. Work performed on sewer main systems will require exposure to biological hazards.

The noise level in the work environment is usually moderate but can be loud at times when operating equipment. Errors could result in damage to equipment, possible injury of users, delay or loss of service and danger to public safety.

## **PHYSICAL REQUIREMENTS**

Work requires heavy physical effort at times. Work may have to be performed under adverse conditions and at all hours of the day. On-call at all times and may require working for an extended period of time in situations such as snowstorms, severe weather, main breaks, etc.

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.

While performing the duties of this job, the employee is occasionally required to stand; walk; use hands and fingers to handle, feel or operate objects, tools or controls; and reach with hands and arms. The employee is occasionally required to sit, climb, balance, stoop, kneel, crouch, crawl, talk, hear and smell.

The employee must occasionally lift and/or move objects up to 65 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

## **RECOMMENDED MINIMUM QUALIFICATIONS**

-High school graduate.

-Associates Degree preferred.

-Preferred five years of related public works or construction experience in a supervisory capacity.

- Valid driver's license required
- Class "B" CDL motor vehicles license preferred
- Hoisting license desired, but not required.

**Position Type/Expected Hours of Work**

This is a full-time position. Days and hours of work are roughly Monday through Friday 7:00 a.m. to 3:30 p.m. Occasional morning, evening and weekend work may be required as job duties demand.

**Travel**

Travel is primarily local during the business day, although some out of the area travel may occur.