

## **HIGHWAY SUPERINTENDENT**

### **Position Purpose:**

The purpose of this position is to perform supervisory and administrative work in planning, organizing, and directing the Highway Department, as well as functioning as a (non-administrative) worker when needed; all other related work as required. The Superintendent is responsible for maintaining and improving upon the efficiency and effectiveness of all areas under his/her direction and control.

### **Supervision:**

*Supervision Scope:* Performs varied and highly responsible work requiring the exercise of significant leadership, independent judgment, and initiative in the planning, administration, and execution of the department's services to meet community needs

*Supervision Received:* Works under the administrative direction of the Town Administrator, independently formulating decisions regarding policies, procedures, operations and department plans, and assuming responsibility for department results. Works according to established department and town policies and procedures, standards, special directives, instructions and intent. The position is subject to review and evaluation according to the Town's personnel policies.

*Supervision Given:* Has supervisory responsibility directly and through subordinates for all department part-time and full-time employees. Recommends hiring of staff, provides daily directions to the department, prepares employee performance evaluations, and counsels and disciplines staff consistent with town policies.

### **Work Environment:**

Majority of work is performed outdoors, subject to variable weather conditions and the hazards associated with construction sites and public works projects. Administrative work is performed under typical office conditions. Frequently required to work outside of normal business hours including work on weekends. May be contacted at home at any time to respond to important situations and emergencies.

Regularly operates light and heavy trucks/automobiles, heavy equipment, pneumatic/power/hand tools, computer and other standard office machines.

Make frequent contact with the general public, other town departments/boards/committees, regional and state governmental agencies, vendors, and contractors. Contacts require a high level of persuasiveness and resourcefulness to influence the behavior of others. Contacts are in person, in writing, and by telephone and require discussing managerial, administrative, and technical matters.

Has access to all department-oriented confidential information including personnel records and bid proposals.

Errors in judgment and administration may have far-reaching effects on the town's ability to deliver services and may result in lower standards of service, sub-standard construction and inadequate maintenance programs with consequent danger to public safety; errors in supervisory and financial decisions could have legal and financial repercussions.

**Essential Duties and Responsibilities:**

*(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.)*

Plans, directs and budgets for the activities of the Highway Department and Transfer Station, and provides support to the Tree Warden. Reports to the Select Board routinely either directly or through reports to the Town Administrator. Prepares annual operating and capital budgets; develops long-range plans covering public works infrastructure and climate resiliency and sustainability; coordinates efforts with the Town Administrator and other town boards/committees. Administers and approves of all expenditures, including payroll, accounts payables, and contracts for outside services.

Supervises the overall administration and direction of routine highway operations, including the maintenance and repair of roads and related facilities; the maintenance of vehicles and equipment; town tree maintenance; snow and ice removal; and roadside brush removal. Assists with maintenance of town buildings and public spaces.

Develops schedules and assignments for all department employees; establishes a time frame for projects and ensures timely completion of tasks and projects; reviews the quality of work performed and ensures that work complies with standards; performs annual employee appraisals. Plans for the utilization of staff and equipment in accordance with work schedules, orders materials and supplies.

Manages development, procurement and implementation of road construction projects. Manages road construction contracts; works closely with contractors to ensure the proper fulfillment of the contract.

Represents the department at a variety of different meetings both within and outside of the town system. Responds to complaints, concerns, and questions from the public and other town departments.

Performs equipment operation as necessary. Performs duties of mechanic as necessary.

Attend professional development and training seminars on a variety of department-related subjects.

Regular attendance and punctuality at the workplace required.

Must be enrolled in the Town's Drug and Alcohol program required by the Department of Transportation.

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

**Recommended Minimum Qualifications:**

Education, Training and Experience:

Bachelor's degree in civil engineering, construction management or a closely related field and 7-10 years of experience in management and supervisory experience in a municipal environment or equivalent private sector experience or any equivalent combination of education and experience.

Special Requirements:

Possession of a valid Commercial Driver's License (C.D.L.) Class B at hire.

Possession of a valid Hoisting Engineer License - HEML Municipal Limited (1C, 2B, and 4G) and OSHA 10 certification within six months of hire.

Knowledge, Ability and Skill:

*Knowledge:* Comprehensive technical and practical knowledge of the materials, methods and techniques relative to highway projects and issues. Knowledge of the laws, rules, and regulations relating to road projects including design selection, contract bidding, awards, and management. Thorough knowledge of highway department financing and administration. Knowledge of snow and ice control techniques and practices.

*Ability:* Ability to plan, assign and supervise the work of employees engaged in a variety of road construction and maintenance operations, including route set-ups for plowing and sanding operations. Ability to establish and maintain effective and harmonious working relationships with town officials and departments, state/federal agencies and the general public. Ability to communicate effectively in written and oral form. Ability to prepare and administer budgets, prepare financial reports and participate in grantmaking requirements.

*Skill:* Skill in all the above listed tools and equipment. Proficient with Microsoft Word, Excel and Outlook. Excellent planning and organizational skills.

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. Spends the majority of the day standing and/or walking. Occasionally lifts and/or moves objects weighing up to 100 pounds such as tools, equipment, supplies, etc. Must be able to access all levels of a construction site, traverse uneven terrain, climb a ladder, and enter and exit from vehicles. Manually operates all department vehicles, tools and equipment as well as office equipment. Communicates verbally and in writing.

***(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.)***

## **Town of Colrain, Massachusetts**

### **Highway Superintendent - Job Description Supplement**

#### **Overview:**

This supplement is intended to support the formal job description by providing a more detailed view of routine responsibilities and expected outcomes.

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#### **DAILY TASKS**

- Inspect roadways for damage, drainage issues, debris, and general safety
  - Assign tasks and supervise daily work of the highway crew
  - Conduct basic maintenance and safety checks on vehicles and equipment
  - Respond to resident complaints and service requests (e.g., potholes, drainage, signage, clearing)
  - Monitor weather conditions and prepare for storm events
  - Communicate with Town Administrator and other departments as needed
  - Coordinate with Police, Fire, and EMS regarding road closures or emergencies
  - Track and document labor, materials, and equipment usage for projects and ordering/scheduling as needed
  - Ensure adherence to safety protocols and procedures on job sites
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#### **WEEKLY TASKS**

- Plan weekly work schedule and project priorities with staff
  - Review and inspect ongoing construction or maintenance projects
  - Prepare and submit time sheets and invoices for payment
  - Maintain garage facilities, fuel systems, and inventory
  - Coordinate with vendors and contractors for outsourced work
  - Conduct inspections and cleanouts of catch basins and culverts
  - Monitor stormwater infrastructure
  - Update maintenance records for compliance and planning
  - Coordinate with Transfer Station, Tree Warden, and other town departments as needed
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#### **MONTHLY/QUARTERLY TASKS**

- Prepare a monthly departmental report for the Town Administrator/Select Board
  - Attend staff or department head meetings
  - Attend Select Board, Finance Committee, or capital planning meetings
  - Monitor and reconcile budgeted expenditures and plan future spending
  - Inspect and document road conditions for capital improvement planning
  - Communicate and coordinate with MassDOT and other state agencies
  - Prepare and submit Chapter 90 reimbursement documentation
  - Order seasonal materials (e.g., salt, gravel, signage)
  - Maintain service and repair logs for all vehicles and equipment
  - Update and refine the multi-year road maintenance plan
  - Conduct monthly safety meetings and training with crew
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#### **SEASONAL / AS-NEEDED (LABOR) TASKS**

##### **Spring/Summer:**

- Grade and apply dust control on gravel roads
- Roadside mowing and brush cutting
- Line painting and installation or replacement of signage

- Clean and inspect drainage systems
- Oversee paving and crack sealing projects

**Fall:**

- Leaf collection and clearing of drainage paths
- Winterize trucks and equipment
- Inventory and stockpile sand, salt, and winter materials

**Winter:**

- Plow, sand, and salt town roads as needed
- Perform ongoing maintenance on snow-fighting equipment
- Document snow and ice events for recordkeeping (and potential reimbursements if snow emergency declaration)

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**Note:** This supplement is not exhaustive but reflects the core expectations of the role. Duties may evolve based on town needs, staffing, available funding, and regulatory requirements.