



TOWN OF RANDOLPH, VERMONT

Position Announcement Highway Superintendent

Characteristics of Position and Nature of Work:

This is a management position that requires direct management and supervision of Highway Department personnel and activities. Individuals in this classification are responsible for the planning, organizing, and direction of department personnel and work activities. The Highway Superintendent must be able to work independently and demonstrate the ability to exercise sound judgment in accomplishing assigned tasks.

The Highway Superintendent is the chief administrative officer of the Highway Department and exercises authority in all matters of policy, operations, and discipline.

Supervision and Performance:

Employees in this classification work under the general supervision of the Town Manager with performance being evaluated on results achieved.

Examples of Work:

The following examples are illustrative of the duties assigned to positions of this class. No attempt has been made to be exhaustive in this listing.

- Hires and manages subordinates in accordance with procedures of the Town Personnel Policy and Collective Bargaining Agreement.
- Develops daily, weekly and annual work plans, schedules, and assigns work for department personnel.
- Monitors the performance of work crews in the accomplishment of assigned tasks to ensure compliance with established work techniques and procedures.
- Provides direct supervision of department staff involved in highway or other maintenance functions including support to other departments such as water/wastewater, buildings and grounds and recreation.

- Develops progressive training plans for employees.
- Coordinates necessary maintenance functions with other department heads.
- Determines materials and quantities of supplies and man-hours required for jobs.
- Prepares bid specifications when necessary.
- Supervises departmental purchasing and makes purchases and acquisitions in accordance with the Town purchasing policy.
- Maintains departmental records, reports, and information related to department operations.
- Develops and implements the operations budget in accordance with appropriations.
- Recommends programs for the capital improvement plan.
- Manages preventive maintenance programs for all highway and ancillary equipment.
- Operates all equipment when necessary to complete mission.
- Performs other duties as assigned in support of recreation or other town departments

Required Knowledge, Skills, and Abilities

- Considerable knowledge of methods, materials, operations, and techniques used in road construction and maintenance.
- Considerable knowledge and experience in the construction industry and the operations and maintenance of construction and ancillary equipment.
- Considerable skill in organizing, planning, and directing the work of employees on a daily basis; under a variety of conditions.
- Considerable ability to manage employees and labor relations in a collective bargaining environment.
- Considerable ability to independently analyze problems and utilize problem-solving techniques, deal with multiple tasks, and respond to the public.

Training and Experience

The following standards express the minimum background of training and experience desirable as evidence of an applicant's ability to qualify for positions of this class. Other training or experience, if evaluated as equivalent, may qualify the applicant for the position.

- Associate degree in construction or related discipline. Significant experience may be substituted.
- Three (3) years supervisory experience in highway construction maintenance or associated field
- Possession of current valid Vermont driver's license, CDL-B
- Proficiency in use of Microsoft Outlook, Word, and Excel

Physical Abilities

Must be able to

- Lift 100 pounds
- Stoop, kneel, crawl, walk, and stand
- Reach, lift, and use hands and fingers
- Differentiate colors
- Talk and hear
- Read and interpret technical manuals

Work Environment

Loud noise occasionally; indoor and outdoor work in all weather and all seasons, both heat and cold

This is an exempt position.

How to Apply:

Submit a resume, cover letter, and list of references electronically to Adolfo Bailon at abailon@randolphvt.org. Please include "Highway Superintendent" in the subject line.

Printed copies of the aforementioned documents may be delivered or mailed to Randolph Town Hall at 7 Summer Street, Atten: Town Manager's Office, Randolph, VT 05060.

The recruitment process will remain open until the position is filled.