



Town of Brattleboro
Department of Public Works
Highway/Utilities Superintendent

Nature of work:

Assists the Director of Public Works in the overall administrative and operational aspects of the Department. Special emphasis is placed on the construction and maintenance of the Town's highway systems and maintaining efficient water and sewer services to consumers through the proper installation, maintenance, and operation of such system. The Highway/Utilities Superintendent will stand in for the Director of Public Works during his/her absence.

Work Schedule: Monday – Friday; 37.5 hours per week including evening meetings as required.

Wages: Fiscal 2022 Salary \$67,086.55 - \$70,086.55

Applications are being accepted through October 22, 2021, please apply by visiting our career site: <https://secure4.saashr.com/ta/6155296.careers?CareersSearch> or by clicking on the Employment Opportunities tab on our home page brattleboro.org.

The Town of Brattleboro is committed to diversity, equity, and inclusion. We strongly encourage people of color, people with disabilities, LGBTQIA+ applicants, and people from other underrepresented groups to apply, recognizing and respecting those diverse perspectives and experiences are valuable to our team and essential to our public service.



Job Description

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Supervision Received: Receives supervision directly from the Director of Public Works while exercising independent judgment in the daily routine of the Divisions.

Supervision Exercised: Exercises supervision over all Highway, Distribution and Utilities Division employees.

Essential Responsibilities:

- Assumes responsibility for the proper construction of all roads and streets in the Town's highway system.
- Assumes responsibility for all maintenance assignments, such as patching and dust control, filling road cracks, cleaning and repairing drains, installing new drainage features, removing snow, and salting and sanding ice.
- Inspects frequently all Town roads, noting all repair or maintenance work that must be done on road surfaces, shoulders, drainage systems, guard rails or other roadway features.
- Supervises and directs water and sewer system programs involving construction, repairs, and maintenance of both systems.
- Ensures proper treatment of drinking water and wastewater, maintenance of source of supply and distribution, and the quantity of materials used.
- Answers customer's complaints and sees that deficiencies are corrected.
- Provides general public relations activities.
- Prepare, present, and administer annual operating and capital budgets for the various divisions.
- Oversees the development and administration of appropriate record keeping systems.
- Serves as liaison with State Agency of Natural Resources and any other governmental agencies involved in regulating Department activities

Non-Essential Duties and Tasks: *The responsibilities and duties listed above are examples of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.*

Competencies Needed:

We will consider any combination of relevant work experience, volunteering, education, and transferable skills a qualifying, unless specifically stated as required.

- Over six years extensive experience obtained from a responsible position with a highway construction or maintenance crew.
- Construction and maintenance of water supply systems and sewage systems including supervisory experience.
- Two- or four-year degree in civil, environmental, mechanical engineering or related field or graduation from a high school supplemented by completion of courses relating to water supply and distribution and sewage disposal, or any equivalent combination of schooling and experience.
- Competency in MS Office.
- Ability to operate AutoCAD, ArcView, and GIS applications.
- A working knowledge of highway and solid waste issues.
- Good planning, administrative, personnel and budget management skills.
- Ability to communicate effectively with public, elected officials and other government agencies.
- Able to establish and maintain effective working relationships with employees, other departments, and the public.
- Must be able to communicate effectively verbally and in writing.
- Must be able to work effectively in the absence of close supervision.
- Must be able to learn and retain instructions, policies and procedures and continue to learn new methods and stay current within field.
- Ability to actively support Town diversity, equity, and cultural competency efforts within stated job responsibilities and work effectively across diverse cultures and constituencies.

Work Environment: Bending, reaching, lifting, and occasionally moving up to 25 pounds. Frequent sitting. extensive use of computer and keyboard. Must tolerate moderate noise levels and interruptions in an office environment. Specific vision abilities, works in outdoor or indoors as required, working near moving mechanical parts and is occasionally exposed to fumes and risk of electrical shock. The employee may be required to work early morning, or weekend hours dependent on workload factors in addition to normally scheduled work hours.

Union Status: Exempt employee; Non-Union Status, One-Year probation.

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Superintendent September 2021