

**TOWN OF CHARLEMONT
MAIN ST.
CHARLEMONT, MA 01339**

Job Description: Superintendent of Streets

Reports to: Board of Selectmen

Supervision Exercised: Responsible for the supervision and assignment of duties for a staff of 2 or more people. Additionally responsible for part time help as needed.

General Statement of Duties:

The Superintendent of Streets will be responsible for, but not limited to, the following:

1. Safety and maintenance of all Town roads & bridges: With full responsibility for all maintenance and construction on 45+ miles of Town road.
2. Supervision and Training: Training, safety, and supervision of all department employees, including seeing that Town policies are followed by all employees.
3. Budget: Develops departmental budget and monitors expenses relative to the budget. Budget to be prepared on a yearly basis.
4. Availability: Must be able to be on call beyond a (40) forty-hour work week during snow season and during other emergencies. Lives within 25-mile radius of Charlemont
5. Snow and Ice: Removal of snow and ice from approximately 45+ miles of Town roads and Bridges.
6. Highway Equipment: Repair and maintenance of all Highway Department equipment.
7. Work Plan: Prepares and implements yearly road repair, reconstruction and Day to Day maintenance work plan for the fiscal year.
8. Reports: Reports to the Board of Selectmen on a biweekly basis or more if needed.
9. Labor: Work along with other members of the crew in order that tasks are accomplished in a timely manner.
10. Tree Removal: Tree removal and brush cutting on Town roads. Not handled by Town tree Warden

Additional Responsibilities and Duties

The Superintendent of Streets shall be responsible for the day-to-day operation of the Highway Department, set priorities as well as scheduling work.

- Is responsible for performance standards and job evaluations and raise performance
- with approval of the Board of Selectmen hires all department personnel
- handles department payroll and bills and approves small purchases
- recommends replacement, sale and purchase of Town equipment
- establishes and maintains a preventative maintenance schedule on all department equipment
- performs related duties as required and/or assigned by the Board of Selectmen
- submits to the Board of Selectmen on or before March 1 of each year, an inventory of all department equipment

Job qualifications – Skills – Experience

- Must meet all criteria of the Highway superintendent of Streets job description
- Must obtain a valid Massachusetts CDL Driver's license **Class A minimum**
- Must possess a Massachusetts Hydraulic Hoister's license for a loader/backhoe **Class 2A minimum**
- Must have (5) five years' experience in road construction, maintenance, management or experience in a construction related field
- Must possess strong physical stamina (e.g., able to lift heavy items, run various hand tools)
- Must have through knowledge of methods, materials, tools and equipment used in providing public works services
- Must have through knowledge of modern principles and practices of engineering as applied to planning, design, construction and maintenance of town roads
- Must be a LEADER: (e.g., skill in organizing, directing and coordinating department activities)
- Must be willing to meet with town boards, other governmental agencies and the general public
- Must have the ability to express oneself clearly and concisely both orally and in writing and to speak effectively in public in regard to public works projects
- Must be a high school graduate or GED
- Engineering experience a plus

Notes: