



Town of Simsbury

933 HOPMEADOW STREET

P.O. BOX 495

SIMSBURY, CONNECTICUT 06070

Thomas F. Cooke – Director of Administrative Services

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of submission:** Approval of Revisions to the Highway Superintendent Position
2. **Date of submission:** December 6, 2012
3. **Date of Board Meeting:** December 10, 2012
4. **Individuals or Entity making the submission:**
Tom Roy – Director of Public Works
Thomas F. Cooke – Director of Administrative Services
Sean M. Kimball – Deputy Director of Administrative Services
5. **Action requested of the Board of Selectmen:**
Approve the proposed additional revisions to the Highway Superintendent job description.
6. **Individual(s) responsible for submission:**
Tom Roy – Director of Public Works
Thomas F. Cooke – Director of Administrative Services
Sean M. Kimball – Deputy Director of Administrative Services
7. **Summary of Submission:**

The Board of Selectmen recently approved job description revisions and a salary grade adjustment for the position of Highway Superintendent at the Regular Meeting on November 14, 2012. After the approval, further discussions about this job description occurred between the Director of Public Works, the President of the CSEA Administrative & Professional Union and Town Administrative Staff. As a result, some minor additions and revisions have been included to further clarify the role of this position. (Please see attached red-lined job description).

The Town intends to advertise this position as soon as possible, in advance of the current Highway Superintendent's anticipated retirement date of March 29, 2013.

TITLE: Highway Superintendent**GRADE: A8****DEPARTMENT: Public Works****DATE: December 2012**

POSITION DESCRIPTION

Responsible administrative and technical work involving a broad range of municipal facilities management functions. Responsible for highway maintenance, equipment and fleet maintenance, bulky waste and recycling facility.

ESSENTIAL JOB FUNCTIONS

Develops and recommends public works policies and plans for the implementation of a broad range of municipal public works goals; plans for short and long term resource and scheduling requirements to meet Department objectives [as defined by the Public Works Director](#).

Directs the operations of the department through the assigned staff; evaluates and administers public works programs such as highway construction and maintenance, equipment repair and service, and capital improvements.

Plans and recommends staffing requirements, prepares reports on progress of public works maintenance and operations functions. Maintains and develops systems for personnel and time reporting. Notifies public about departmental efforts through use of various print and electronic media.

Directs and implements emergency storm response; including plowing and clearing of roads; inspects roads, bridges and culverts to ensure driving conditions are safe.

Plans, recommends and directs new projects, reports on progress and completion of public works projects; develops project budgets, checks work in progress and approves payment applications to vendors and material suppliers.

Tracks performance metrics and assists in the preparation of the annual departmental budget.

Manages and controls the expenditure of departmental fund allocations and grants within the constraints of approved operating budgets. Provides invoice and purchase order review and approval, as required.

Confers with Town officials and the public to provide information and to resolve problems.

Responsible for management, evaluation and supervision of all Highway department personnel including: [assigning daily work, approving time off, administration of discipline, training, etc.](#)

Responsible for organizing, administering and recording appropriate training, equipment and resources to insure that the Town meets all safety, OSHA, DEEP, EPA, and operating directives, mandates, regulations and ordinances.

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Oversees the preventative maintenance programs for Town vehicles and equipment currently serviced by the Department of Public Works, including cars, trucks, heavy equipment, police vehicles, drainage, and pavement machines.

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Responsible for notifying the public of public safety issues, including operations such as snow plowing, road surfacing and maintenance.

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Manages Call-Before-You-Dig mark out program.

Manages Sign Shop and programs.

Must be able to respond to emergency calls on a 24 hour basis, often in extreme weather conditions.

Responsible for insuring that legal requirements are met such as proper licensing of personnel and random drug testing.

Assists in the preparation and implementation of the Town's Pavement Management Program and assists with the development of bid specifications.

Acts as the Deputy Tree Warden and oversees tree management programs.

Performs other related work as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITITES

Thorough knowledge of the principles and practices of municipal public works functions and public administration as applied to municipal public works.

Thorough knowledge of the material, methods, and practices essential to the construction, maintenance, and repair of roads, highways, bridges, drains, and bulky waste/recycling facilities.

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Considerable knowledge of maintenance and operations procedures as applied to public works activities.

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Ability to develop specifications for equipment, vehicles, and construction materials.

Working knowledge of tools, equipment, materials used in public works projects, highway, water and sewers, town drainage system, and building and grounds maintenance.

Ability to plan, direct, train and evaluate the work of staff with economy and efficiency in the use of time, equipment and materials.

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Ability to administer the activities of a highway department and to direct the work of others.

Ability to develop operational plans and maintenance programs.

Ability to investigate and prepare reports; to analyze work procedures and develop new techniques; direct the preparation and maintenance of public works records.

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Ability to make difficult decisions within deadlines in an environment of limited resources and competing claims.

Ability to prepare clean and concise written reports and correspondence, to communicate in both a written and oral manner with supervisor, peers, subordinates and the public.

Ability to establish and maintain effective working relationships with superiors, peers, subordinates, contractors, officials of other agencies, and the general public.

Ability to work with other departments for the good of the Town.

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REQUIRED EQUIPMENT OPERATION

Computer skills including a working knowledge of Word & Excel, e-mail, and the ability to use custom database programs based on Microsoft Access or similar programs.

Operation of basic construction equipment including snow plow.

REQUIRED PHYSICAL EFFORT

Must be able to sit or stand at work station for long periods of time while performing job functions, navigate construction sites, and work in inclement weather for extended periods.

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REQUIRED MINIMUM QUALIFICATIONS

The skills and knowledge required would be acquired with ten years experience in public works operation or construction, preferably with a municipality; with a minimum of five years supervisory experience or two years of advanced schooling.

Must have a demonstrated ability to effectively communicate to both staff and members of the public via verbal, written and electronic methods of communication. Must possess computer skills including a working knowledge of Word & Excel, e-mail, and the ability to use custom database programs based on Microsoft Access or similar programs.

Special Requirement: Must have and maintain a commercial driver's license (CDL) class-B with airbrakes endorsement; or obtain within six months of employment. Must submit to CDL Drug testing regulations.

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