

**TOWN OF ROCKY HILL JOB POSTING**  
**(This is an advertisement. Please see below for a detailed job description.)**

**DEPARTMENT OF PUBLIC WORKS**  
**FIELD OPERATIONS AND HIGHWAY SUPERINTENDENT**

The Town of Rocky Hill is seeking qualified applicants for the position of **Field Operations and Highway Superintendent**. This is a highly responsible professional and managerial position with considerable independence in directing the Public Works function of the Town. Work is performed under the general direction of the Director of Community Development and Public Works; and in accordance with prevailing policies, laws, regulations and rules applicable to specific areas of program activity. For a detailed job description and list of essential functions, please see pages 2 and 3 below.

Application materials must clearly reflect significant experience and achievements directing municipal public works functions. Application packages must be complete and submitted to Human Resources in accordance with instructions set forth below.

This position is part of the MEUI Local #506 Union contract. Salary (see Appendix A of collective bargaining agreement) is \$ \$99,570 and hours will be in accordance with the Union contract which can be viewed online at: [http://www.rockyhillct.gov/MEIU\\_Contract1.pdf](http://www.rockyhillct.gov/MEIU_Contract1.pdf).

Interested applicants must submit each of the following: 1) A resume; 2) A letter of interest which demonstrates how you meet the qualifications; and 3) A completed Town of Rocky Hill Application for Employment. All application materials must be submitted via email to Human Resources ([hrdept@rockyhillct.gov](mailto:hrdept@rockyhillct.gov)). Applications will be accepted until the position has been filled.

Please be advised finalists will be required to undergo a comprehensive background, financial, and/or criminal investigation.

The Town of Rocky Hill is an EEO/AA Employer and complies with the ADA.

**Town of Rocky Hill  
Job Description**

**POSITION:** FIELD OPERATIONS AND HIGHWAY SUPERINTENDENT

**DEPARTMENT:** COMMUNITY DEVELOPMENT / PUBLIC WORKS

**REPORTS TO:** DIRECTOR OF COMMUNITY DEVELOPMENT AND PUBLIC WORKS

**SUPERVISES:** CREW LEADERS, HEAD MECHANICS, MECHANICS, MAINTAINER III's, MAINTAINER II's, MAINTAINER I's, PARK DEPARTMENT PERSONNEL DURING SNOW AND ICE REMOVAL OPERATIONS OR WHEN SO ASSIGNED.

**BARGAINING UNIT:** MEUI LOCAL #506

**Summary of Responsibility:**

The Field Operations and Highway Superintendent is an administrative position involving the planning, organizing, and directing of the Town's Public Work's Department, Central Garage Repair Facility, Sanitation and Recycling collection, acting as the Town's Recycling Coordinator, and street lighting as provided for in the contract with Eversource. Shall coordinate the efforts of the departments under his responsibility during emergencies, assisting emergency personnel when necessary.

**Essential Functions:**

1. Supervises and directs crews engaged in the maintenance and construction repairs of streets, roads, bridges, culverts, storm drainage, sidewalks, roadside improvements, and other public work projects.
2. Maintains proper operation of storm water drainage system including construction, repair and cleaning of drain lines, structures and outfalls.
3. Maintains on-call status during snow storms, hurricanes, other emergencies or as directed by the Director of Public Works and may be directed to staff the Emergency Operation Center during such events.
4. Requisitions materials.
5. Provides worker training in the safe and efficient use of equipment and/or materials.
6. Provides worker training in standard maintenance methods.
7. Keeps time and cost records.
8. Prepares reports and estimates.
9. Plans and supervises winter snow and ice control operations.
10. Oversees, supervises and directs the operation of the Town Garage Repair Facility which is responsible for the maintenance of all Town vehicles and equipment, police cruisers, mini-buses, pool cars and Parks & Recreation vehicles, with the exception of the Fire and Ambulance vehicles and houses all the Highway Department vehicles and equipment.
11. Makes daily work assignments of personnel and maintains records thereof for payroll purposes.
12. Prepares periodic and/or annual reports.
13. Receives complaints and oversees all required corrective action.
14. Administers an annual paving program as set forth by the Director of Community Development and Public Works.
15. Prepares and administers an annual budget for the Highway and Sanitation Departments.
16. Prepares related bid proposals.
17. Administers the Storm Water Pollution Prevention Plan (SWPPP) for the Highway Garage as per the industrial storm water permit issued by CT DEEP.
18. Does related work as required.

This position acts as the Town's Recycling Coordinator and shall assume all inherent and job related responsibilities, including but not limited to the compliance of all relevant State Statutes, shall be responsible for the Town's municipal solid waste and recycling contracts, collection and disposal. Shall develop, supervise, implement, coordinate and maintain all solid waste, recycling, and composting operations in the Town. Shall be responsible for all Federal and State reporting requirements involving municipal solid waste and recycling, for the resolution of all related complaints, educational programs for the community relating to source reduction and recycling, for developing and providing to the Director of Community Development and Public Works all related budgetary requirements, shall perform other functions as directed and deemed appropriate by the Director of Community Development and Public Works.

**Qualifications and Competencies:**

1. Specific knowledge of techniques, methods, and materials used in the construction and maintenance of streets, roads, bridges, sidewalks, storm and sanitary sewer systems, and related public works.
2. Knowledge of basic civil engineering and surveying principles and practices including plan reading, grading, drainage and use of construction survey equipment.
3. Use and operation of highway maintenance equipment.
4. Ability to direct, organize and supervise personnel.
5. Develop seasonal programs and operations.
6. Deal effectively with employees, other Town Officials, and the general public.
7. Ability to prepare oral and written reports and instructions.
8. Ability to problem solve and mediate issues.
9. Specific knowledge of recycling, municipal solid waste, and composting.
10. Must possess computer skills including word processing and spreadsheets.
11. Knowledge of salt, sanding and snow removal procedures.
12. Knowledge of the Manual on Uniform Traffic Control Devices.
13. Knowledge of the basic principles and practices of budgeting.
14. Knowledge of OSHA standards and requirements.
15. The qualifications required would generally be acquired with a Bachelor's Degree in business or public administration and six years of increasingly responsible work in public works construction and maintenance activities coordinating a municipal solid waste/recycling program, including three years in a supervisory capacity; or a High School Degree and ten years of increasingly responsible experience in public works construction and maintenance activities including four years of experience in a supervisory capacity; or an equivalent combination of experience and training.
16. Current, valid Connecticut Motor Vehicle Operator's License.

**Mental and Physical requirements:**

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Regularly required to use hands to finger, handle or feel objects, tools, or controls; reach with hands and arms; and talk or hear.
- Frequently is required to walk and sit.
- Occasionally required to stand; climb or balance; and stoop, kneel, crouch or crawl.
- Ability to lift and/or move up to 25 pounds.
- Vision abilities required by this job include close vision, color vision, peripheral vision, depth perception and ability to adjust focus.
- The dexterity necessary to utilize a computer keyboard on a regular basis is essential.

**The duties listed above are intended only as illustrative 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 or a logical assignment to the position.**

The Town of Rocky Hill is an EEO/AA employer and complies with the Americans with Disabilities Act.

**Revised: 9/22/2016**

**Union Approved: 9/22/16**