

**TOWN OF HANSON**  
**Position Title: Highway Director**

**Position Purpose:**

The purposes of this position are to manage development and maintenance of the Town's infrastructure assets and related services. The Highway Director performs high level managerial, administrative and professional engineering work in managing, directing and conducting the activities of the Highway Department relating to roads, parks, drainage, highway facility management and engineering review. The Highway Director is responsible for maintaining and improving upon the efficiency and effectiveness of all areas under his/her direction and control. Works a minimum of 40 hours which may include nights, weekends and emergency situations.

**Supervision:**

*Supervision Scope:* Oversees and manages all Highway Department operations; develops, initiates and maintains the Town's infrastructure; manages Department budgets; develops and reviews engineering plans for infrastructure improvements.

*Supervision Received:* Works under the direction of the Town Administrator and according to requirements of the Commonwealth of Massachusetts and professional engineering standards; the position is subject to review and evaluation according to the Town's personnel policies and procedures.

*Supervision Given:* Oversees Highway Department operations staff directly; evaluates their performance according to the Town's personnel policies and procedures.

**Job Environment:**

Managerial, administrative and other work is performed under private office conditions and in the field inspecting requirements and projects. The noise level in the work environment is usually moderately noisy; in field noise levels can be very loud. S/he also is exposed to various hazards related to construction when in the field.

S/he operates a motor vehicle, standard office equipment, computer, related software applications and a two-way radio to perform communications, research, analysis, and engineering operations. S/he may operate heavy equipment as necessary.

S/he makes frequent and periodic contact with other municipal departments, state and Federal agencies, and the general public. Communication is frequently in person, by telephone, fax, two-way radio, e-mail, in writing, standard and special reports; contacts require excellent customer service skills and a high level of persuasiveness and resourcefulness to influence positively the behavior of others.

## **Essential Functions:**

*(The essential functions or duties listed below are intended only as illustrations 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, related or a logical assignment to the position.)*

- Plans, manages, administers and directs all aspects of the Highway Department; formulates, develops and recommends Departmental policies, plans, programs, projects and procedures including long and short range goals; enforces Department policies and regulations; coordinates work with the Departmental staff and office staff daily
- Represents the Highway Department both internally and externally to various boards and commissions or state agencies; handles all media questions on behalf of the Department; answers concerns and questions; resolves the most difficult customer complaints
- Recommends the preparation of comprehensive plans, studies and programs to provide for the cost effective management and maintenance of the Town's physical infrastructures; implements approved plans, projects, programs, specifications and standards
- Oversees, manages or provides for the management of Highway Department construction projects, contracts, retained engineers, and contractors
- Plans and organizes Highway Department work programs to achieve Department goals and to deliver good quality public works services according to adopted programs, standards and established procedures; this includes the maintenance of roads, drainage, bridges, snow and ice, parks and facilities, the Highway Department fleet of equipment and vehicles, roadside waste removal as needed and capital projects
- Prepares and reviews plans, technical reports, bylaws, budgets, and construction estimates relating to public works projects and operations
- Provides technical expertise to the Town Administrator, other municipal departments, the Department and staff
- Provides site plan review of proposed developments; prepares and makes recommendations to the several Town planning and land use boards/commissions as needed; as warranted recommends acceptance of Highway Department-oriented improvements performed by contractors, developers, etc.
- Confers with state and Federal agencies on various Highway Department problems/projects and engineering activities; ensures compliance with appropriate regulations
- Prepares and manages the Department's budgets; controls expenditures
- Prepares or provides for the preparation of specifications for equipment, tools, materials and supplies; oversees competitive bidding process for Highway Department in conjunction with the Town Administrator; prepares and submits periodic reports regarding departmental operations
- Provides for the supervision, training and evaluation of employees; assures safe working conditions for employees
- At the discretion of the Town Administrator, may be called upon to assist with collective bargaining
- Assists with the hiring and promotion of Highway Department personnel
- Coordinates in the Highway Department's snow and ice removal program, including but not limited to the operation of various Department equipment and vehicles. Responds to natural and/or man-made emergencies such as the coordination of snow and ice removal,

flooded areas, trees down, construction projects (i.e. asphalt, cement and curbing etc.) and the maintenance of roads and storm water management and collection systems.

- May act as Town Tree Warden, cares for shade trees on public lands, oversees pruning, planting new trees, removal of fallen and diseased trees public roadways and lands, maintain master plan for tree placement, coordinate removal of trees and branches that fall onto street poles and wires.

### **Other Functions:**

- Establishes and oversee a rotating on-call schedule for emergency contact; attends and may direct operations during major emergencies when not on call
- Performs similar or related work as required or as the situation dictates

### **Errors and Omissions:**

Errors could result in injury to other employees, damage to buildings or equipment and delay in service deliver, costs for rework, extensive long and short-term costs or loss and liability litigation.

### **Physical and Mental Effort:**

The work requires strong intellectual abilities and some physical capabilities. While performing the duties of this job, the employee is frequently required to sit, stand, walk and talk or hear; occasionally requires use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee may be required to access all levels of a construction site, traverse uneven terrain and operate a motor vehicle. The employee may be required to climb and kneel to inspect construction progress. The employee must occasionally lift and/or move up to 30 pounds and seldom up to 60 pounds. Specific vision abilities required include close, medium distance, peripheral and color vision and the ability to adjust focus; ability to operate a keyboard and computer systems accurately and efficiently; must be able to hear normal sounds, distinguish sound as voice patterns and communicate through human speech using American English.

### **Minimum Required Qualifications:**

#### **Education Training and Experience:**

Applicants for this position must have a High School Diploma or equivalent with a Bachelor's Degree preferred and more than five years of highway, public works or construction-related experience of which at least three shall have been in a supervisory capacity or an equivalent combination of education and practical work experience; must be familiar with planning for public works oriented projects, programs and operations.

**Special Requirements:** Class B Massachusetts Commercial Driver's license with air brakes and Hoisting License are preferable but not required. As a condition of employment, the employee is required to pass a pre-employment physical examination and maintain physical condition in order to perform job duties in a safe and effective manner. The employee is required to maintain

a DOT physical card and to participate in the Town's Random Drug and Alcohol Testing Program. Employee is required to maintain licenses at all times. Failure to do so will result in termination from position.

Knowledge, Ability and Skill:

*Knowledge:* Comprehensive knowledge of the methods, materials and equipment used in the maintenance and construction of municipal roads, drainage systems; thorough knowledge of the methods, techniques, materials and equipment used in parks, building and grounds maintenance, tree care, road repair, construction and reconstruction operations, and vehicle and equipment maintenance and repair; thorough knowledge of state and Federal regulations related to public works construction, operations and regulatory reviews; working knowledge of office computers and related applications; knowledge of municipal public works and municipal budgeting, and current best management and supervisory practices.

*Ability:* Ability to review and interpret plans, specifications, grade stakes and permit applications; ability to prepare time and cost projections for public works oriented projects and complete projects in timely manner; ability to plan, direct and evaluate the work of subordinates; ability to plan, organize and direct Departmental projects; ability to prepare and present effectively, oral and written information and recommendations relating to activities of the Department; ability to establish and maintain effective working relationships with subordinates, other Town officials, and the general public; ability to prepare and administer operating and capital budgets; ability to prepare bid specifications for public works-type equipment, materials and supplies; ability to plan, organize and direct seasonal maintenance programs as well as emergency response programs.

*Skill:* Verbal and written communication skills; aptitude for working with drawings; aptitude for working with construction projects; skill in using the above mentioned office equipment; skills associated with the supervision and training of staff; skill in developing policies, programs and procedures to accomplish goals and objectives.

*(This job description does not constitute an employment agreement between the employer and the employee. It is used as a guide for personnel actions and is subject to change by the employer as the needs and requirements of the job change.)*