



# Town of Littleton

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## TOWN OF LITTLETON HIGHWAY SUPERINTENDENT

The Town of Littleton, MA seeks a highly motivated and qualified individual for the position of Highway Superintendent. Working under the general direction of the Director of Public Works, the Superintendent supervises a staff of 13 employees, manages the functional areas of streets and highways, parks and grounds, winter snow and ice operations, fueling facility, transfer station (solid waste), public works equipment and facilities, and serves as the tree warden. The successful candidate will be responsible for the fiscal management of those areas under his/her control and assist the DPW Director with operating and capital budget preparation.

Bachelor's degree in civil engineering or related field preferred and five to seven years of responsible experience in public works or construction management; a minimum of five years in a supervisory position; or equivalent combination of education and experience. Experience with State and Federal Departments; MEMA, FEMA, DOT, DEP and EPA. Must possess CDL Class B with endorsements and excellent written, administrative, and oral skills. Ability to read and interpret blueprints and engineering plans, forecast time, materials and equipment, and communicate clear and concise instructions to staff is required. Annual starting salary \$83,470 - \$87,692 with potential for growth to \$104,228. Attractive benefits and county retirement. All applicants will be subject to pre-employment physical and thorough background check including RMV driving record. Send letter of interest and resume to: Carol Hanlon, Assistant HR Administrator, 37 Shattuck Street, Littleton, MA 01460; [hr@littletonma.org](mailto:hr@littletonma.org) or fax to 978-952-2355. Applications accepted until September 28, 2018. The Town of Littleton is an EOE.

## HIGHWAY SUPERINTENDENT

### **Position Purpose:**

The purpose of this position is to perform complex professional, administrative, and supervisory, work in planning, organizing, and directing the operations of the Highway Department with responsibility for highways, parks, the Transfer Station, and public shade trees; all other related work as required. The Highway Superintendent is responsible for maintaining and improving upon the efficiency and effectiveness of all areas under his/her direction and control.

### **Supervision:**

*Supervision Scope:* Performs complex and highly responsible duties requiring a high level of initiative and considerable judgment in the planning, administration and execution of the department's programs and services, and in the direction of personnel; required to work independently in formulating decisions regarding department policies, procedures, operations and plans.

*Supervision Received:* Works under the direction of the DPW Director with considerable latitude for judgment and action. Refers specific problems to DPW Director only where clarification or interpretation of town policy or procedure is required. The position is subject to review and evaluation according to the town's personnel plan.

*Supervision Given:* Supervises all Highway (non-engineering) department employees. Recommends hiring of department staff to the DPW Director; provides daily direction, assists DPW Director in employee performance evaluations, counseling and discipline consistent with town policies.

### **Job Environment:**

Frequent site inspection work is performed outdoors at which time the employee may be exposed to weather extremes of heat and cold temperatures and inclement weather. Incumbent is subject to the hazards associated with construction sites. Work environment is moderately noisy, and at times very loud. Administrative work is performed in an office environment.

May operate backhoe, loaders, mowers, dump trucks, tree trucks, wood chippers and other heavy and light vehicles; operates hand tools, jackhammers, and chain saws; utilizes computer, telephones, and standard office machines.

Interacts frequently with other town departments/boards/commissions/, the school, vendors, contractors, and professional organizations; makes frequent contacts with the general public. Communicates in person, by telephone, email and standard reports and involves discussing highly technical information. Contacts require persuasiveness and resourcefulness to influence the behavior of others.

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Has access to all department-related confidential information including personnel records, bid proposals, negotiating positions, and personal information about citizens which requires the application of appropriate judgment, discretion and professional protocols.

Errors in technical decisions could result in lower standards of service, injury to self and others, danger to public health and safety, sub-standard construction on projects, and have significant financial and legal repercussions.

**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.)*

Supervises the overall administration and direction of Highway operations, including the maintenance and repair of streets, roads, sidewalks and related facilities; the maintenance of vehicles and equipment; maintenance and repair of parks, grounds and sports fields; and tree maintenance, snow and ice removal, street sweeping, roadside brush removal and maintenance/operation of the Town Transfer Station.

Working with the Town Engineer, consults with contractual engineers and oversees civil engineering operations implemented on an in-house or a contractual basis required for design and construction of Town infrastructures such as, but not limited to, drainage systems, roads, and sidewalks.

Develops work schedule and assignments for all Highway department employees; establishes a time frame for projects and ensures timely completion of tasks and projects; reviews the quality of work performed and ensures that work complies with industry standards. Plans the utilization of manpower and equipment in accordance with work schedules; orders materials and supplies. Prepares payroll and oversees vacation scheduling.

Responsible for the proper maintenance, construction, and repair of public works facilities and infrastructure. Establishes priorities for Highway operations in conjunction with the established department goals. Assist DPW Director in short and long range planning of division needs and strategies.

Reviews all applications and permits for public utility installations in public streets.

Assists in preparation and implementation of the Highway department operating and capital budgets, deciding on the internal allocations of funds and equipment. Responsible for the fiscal management of the highway operations and maintains appropriate expense records. Responsible for the preparation and submission of a variety of reports and records related to department operations as may be required by federal, state and local officials.

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Prepares bid specifications for procurement of vehicles, equipment and supplies. Oversees the building and acceptance of vehicles. Additionally, assists in preparing specifications and contract documents for all public works construction projects.

Assists Highway Superintendent with construction contracts; works closely with contractors to assure the proper fulfillment of the contract. Performs compliance inspection of work performed by contractor crews. May serve as liaison to various state agencies on construction and environmental projects.

Coordinates Highway operations with activities of other town departments in order to share resources, work on joint projects, etc.

Manages the Town's fuel dispensing facility including: facility maintenance, supply monitoring, and fuel ordering as necessary.

Acts as the Town Tree Warden.

Attends Selectmen's meetings and those of other boards as required to provide technical information and to respond to inquiries and requests.

Oversees and provides general guidance for snow and ice control operations to include the hiring of contractors and preparing equipment and supplies. May respond to snow and ice events on an as needed basis.

Performs similar or related work as required, directed or as situation dictates.

### **Recommended Minimum Qualifications:**

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

College education preferred, management training highly recommended; five years of responsible work experience in public works construction and maintenance, including a minimum of two years of supervisory experience; or any equivalent combination of education and experience.

#### **Special Requirements:**

Possession of a valid motor vehicle operator's license; Commercial Driver's License (CDL) Class A, air brake endorsement; and Hoisting Engineer License 2B, 4E, and 4G or endorsements required for current Highway Department equipment, or 1C. Experience with all equipment preferred.

#### **Knowledge, Ability and Skill:**

*Knowledge:* Thorough knowledge of public works construction and maintenance, including snow and ice removal operations. Familiarity with Massachusetts laws governing highway construction and maintenance; procurement; and contract bidding, awards; and people management skills.

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*Ability:* Ability to plan, assign and supervise the work of groups of employees engaged in a variety of public works construction and maintenance operations. Ability to prepare, present, and administer budget and capital expenditure/projects. Ability to communicate effectively in both written and verbal form. Ability to work effectively under time constraints to meet deadlines.

*Skill:* Skill in operating above-mentioned equipment. Skill in budget management, planning and supervision.

Physical Requirements:

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

Work requires some agility and physical strength such as moving in and about construction sites, or over rough terrain. Is frequently required to spend several hours working or standing. Regularly required to operate objects, tools or controls. Regularly lifts and/or moves objects weighing up to 60 pounds; operates all office equipment. Excellent hand and eye motor skills with finger dexterity and motor coordination for operating vehicle and computer operation. Must be able to review non-written documents such as blue prints, maps and plan documents. Vision and hearing at or correctable to normal ranges.

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

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