



October 29, 2020 **Job Posting**

40 hrs	Highway/Equipment Supervisor	Job Description
Direct Report	Director of Public Works	Grade Highway/Equipment Supervisor Expected Hiring Range \$40.46-\$42.92 per hour
Department	Department of Public Works	FLSA Non-Exempt
Division	Highway & Equipment Maintenance	Bargaining Unit AFSCME Council 93 Local 1703
Date	October 2020	Location DPW Facility

Summary

Performs a variety of technical, supervisory, and administrative work in the planning, construction, operation, repair, maintenance, and replacement of the municipal street and storm drainage facilities, snow/ice control, rubbish collection, recycling, street lighting, traffic control, and equipment maintenance systems.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Plans, schedules, and implements construction, maintenance, and operation activities designed to provide quality snow/ice control, rubbish and recycling collection, vehicle/equipment maintenance, street, and drainage infrastructure services for the Town. Oversees construction and maintenance work to determine acceptability and conformance standards.
2. Trains, supervises, and monitors the work in progress of employees performing the duties of maintenance, construction, and repair of street and storm drainage facilities; vehicle/equipment maintenance; and snow/ice control. Prioritizes and assigns daily work to employees.
3. Supervises the control and use of, and assumes responsibility for, all materials, supplies, and equipment used in the operation, maintenance, construction, and repair of streets and storm drainage systems, including snow/ice control, as well as other functions performed by the division.
4. Inspects and repairs, or supervises the repair of, streets and drainage systems at frequent intervals to ensure that all aspects of the systems are functioning properly.
5. Develops shop procedures and budget data for the maintenance and repair of Town vehicles and mechanical equipment. Ensures the provision of emergency field assistance to disabled equipment as needed.
6. Requisitions, or approves requisitions for, necessary materials/supplies for the division and provides recommendations regarding vehicle/equipment purchase. Ensures that all necessary materials, supplies, and equipment are available by maintaining an inventory of parts and materials. Ensures the proper maintenance of vehicles/equipment and tools.
7. Advises Town officials in matters relating to division activities. Provides information to various civic, educational, and public groups and individuals as needed.
8. Ensures that the location of all underground utility lines are identified prior to excavation and informs crews of such locations.
9. Responds to complaints regarding streets, drainage, rubbish, recycling, snow/ice control, traffic control, or other problems, and evaluates situations to determine if liability lies with the Town or the property owner. Explains findings to property owners and notifies appropriate individuals as necessary.
10. Supervises contractors working on system projects.



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11. Analyzes annual operating costs, projects the needs of the Town for equipment and materials, and makes recommendations for the division/department and capital budgets.
12. Ensures full employee compliance with all OSHA and Town safety protocols and procedures.
13. Performs other duties as assigned or required.

Minimum Qualifications

1. Graduation from an accredited 4-year college or university with a Bachelor's Degree in engineering or a closely related field; and
2. Ten (10) years of experience relating to the construction, repair, and maintenance of streets and storm drainage systems, including the operation of related maintenance equipment; and
3. Five (5) years of supervisory experience; or
4. Any equivalent combination of education and progressively responsible experience, with additional work experience substituting for the required education on a year for year basis.

Applicant should be able to meet the requirements of the position as outlined in the attached position description for Highway/Equipment Supervisor. Applicant should state education, training and experience which he/she feels has provided him/her with the required knowledge, skills and abilities to perform the duties of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Applications will be accepted in the Human Resources Office, 16 Lowell Street, Reading, MA 01867 and online at www.readingma.gov until filled.

A full Job Description is available upon request
Sean D. Donahue
Human Resources Director
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