

UTILITIES AND FACILITIES SUPERINTENDENT

DEFINITION

Position is responsible for oversight of Highway Department, Water Department, Transfer Station, Town buildings (Sugden, Town Hall and other buildings and building projects), street lighting, traffic signals.

ESSENTIAL FUNCTIONS

The essential functions or duties listed below are intended only as illustrations of the various type 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.

- Directs all steps of process of getting projects ready for construction; develops and manages contracts.
- Reviews, processes, and approves invoices.
- Conducts permit reviews, approvals, inspections, details additional requirements and violations for driveways, utilities, stormwater and other site work; oversees permitting and construction for National Grid gas and other major utility work.
- Reviews new construction projects permitted through the Planning Board and Conservation Commission.
- Oversees permitting, testing, infrastructure management for National Pollutant Discharge Elimination System (NPDES) stormwater.
- Manages personnel, including reviewing time sheets, vacation requests, and annual reviews.
- Responds to resident concerns and complaints.
- Prepares weekly, bi-annual and annual Town reports.
- Prepares/writes, reviews, awards, and administers special Invitations for Bids/contracts for highway, water, buildings and other infrastructure.
- Oversees existing GIS services; develops and administers new GIS services.
- Oversees and manages computer IT for Town; develops and improves Town websites.
- Oversees inspections, repairs and maintenance of Town bridges and culverts.
- Plans, reviews, implements and oversees Community Block Development Grants (CBDG).
- Sits on, manages or runs multiple boards and committees
- Performs similar or related duties as required.

SUPERVISION RECEIVED

Under administrative direction, the incumbent works from policies, goals, and objectives;

establishes short-range plans and objectives, departmental performance standards and assumes direct accountability for department results; consults with the supervisor only where clarification, interpretation, or exception to policy may be required or as requested by the supervisor. The incumbent exercises control in the development of departmental policies, goals, objectives and budgets and is expected to exercise whatever means are necessary to resolve conflict that cannot be addressed at the department level.

SUPERVISION EXERCISED

The manager is accountable for the direction and success of programs accomplished through others. Responsible for analyzing program objectives, determining the various departmental work operations needed to achieve them, estimating the financial and staff resources required, allocating the available funds and staff, reporting periodically on the achievement and status of the program objective; and recommending new goals. The incumbent typically formulates or recommends program goals and develops plans for achieving short and long-range objectives; determines organizational structure, operating guidelines and work operations; formulates, prepares and defends budget and manpower requests and accounts for effective use of funds and staff provided; coordinates program efforts within the unit and with other departments; delegates authority to subordinate supervisors and holds them responsible for the performance of their unit's work; reviews work in terms of accomplishment of program objectives and progress reports, approves standards establishing quality and quantity of work; and assists or oversees the personnel function, including or effectively recommending hiring, training, and disciplining of employees.

ACCOUNTABILITY

Duties include primary responsibility for a major functional section of the organization for technical processes, service delivery, and contribution to organizational plans and objectives and fiscal responsibility for the department including buildings, equipment and staffing utilization. Consequences of errors, missed deadlines or poor judgment could jeopardize department operations or have financial and legal repercussions. Poor judgment could have a continuing adverse effect.

JUDGMENT

Guidelines, which may be in the form of administrative or organizational policies, general principles, legislation or directives that pertain to a specific department or functional area, only provide limited guidance for performing the work. Extensive judgment and ingenuity are required to develop new or adapt existing methods and approaches for accomplishing objectives or to deal with new or unusual requirements within the limits of the guidelines or policies. The incumbent is recognized as the department or functional area's authority in interpreting the guidelines, in determining how they should be applied, and in developing operating policies.

COMPLEXITY

The work consists of managerial functions and processes such as planning, organizing, controlling, coordinating, evaluating, integrating activities and programs for a major functional area of the organization.

NATURE AND PURPOSE OF CONTACTS

Incumbent has constant interaction with local, state, and federal government officials, community leaders, and any other individuals to protect and promote the organization's overall interest. Incumbent must possess a high degree of diplomacy and judgment and must be able to work effectively with, and influence, all types of persons. Duties require a well-developed sense of strategy and timing in representing the organization effectively in critical and important situations that may influence the well-being of the organization.

CONFIDENTIALITY

Incumbent has access at the departmental level to a variety of sensitive and confidential information.

EDUCATION AND EXPERIENCE

Bachelor's degree in Engineering and preferably licensed as a Professional Engineer, plus seven to ten years of experience in a related position involving design and construction, use of heavy equipment, project management, permitting, and budget and personnel management, or any equivalent combination of education and experience, required.

KNOWLEDGE, ABILITY, AND SKILLS

Knowledge: knowledge of project management, contract management, budget preparation and management, personnel management; knowledge of legal compliance requirements.

Abilities: Ability to write reports, Requests for Bids, contracts, and other documents needed to perform job responsibilities; ability to write grant applications and to manage grants.

Skills: Verbal and written communication skills; technology skills; skills in representing Town on various boards and committees.

WORK ENVIRONMENT

The nature of duties may involve continuous presence of unpleasant or irritating elements, such as considerable noise, odors, chemical fumes, dust, smoke, heat, cold, oil, dirt or grease. Work may be continually performed outdoors, regardless of weather conditions.

PHYSICAL, MOTOR, AND VISUAL SKILLS

Physical Skills

Work requires moderate intermittent physical strength and effort daily, such as lifting heavy objects, carrying the object(s) and stacking them or moving them. In addition, pulling, pushing, standing or walking for the full work day may also be involved. A great deal of physical effort must be exerted at this level.

Motor Skills

Duties are largely mental rather than physical, but the job may occasionally require minimal motor skills for activities such as moving objects, using office equipment, including but not limited to telephones, personal computers, handheld technology, and other office equipment.

Visual Skills

Visual demands require routinely reading documents for general understanding and analytical purposes; ability to read blueprints, maps, and other project documents