


TOWN OF WINDHAM

Position Title: Highway Maintenance Supervisor
Department: Public Works
Reports to: Operations Manager
Classification: Union

Date: _____
Incumbent: _____
Supervisor: _____
Town Manager: 

General Summary:

The Highway Maintenance Supervisor is working supervisory position responsible for the overall supervision and operation of the Public Works Highway Maintenance division; enforcement of operational policies and procedures and providing for the general maintenance of all municipal roads, streets, and drainage systems and equipment. The position operates under the general guidance and direct supervision of the Operations Manager or in his/her absence, the Public Works Director. Work is evaluated through observation, review and reporting.

Essential Functions:

- Assists the Operations Manager and/or the Public Works Director in developing and administering the highway maintenance budget and managing departmental resources.
- Coordinates with the Vehicle Maintenance Supervisor and the Building and Grounds Supervisor regarding scheduled repairs to buildings and equipment to ensure that vehicles and equipment are available and that division projects are completed in a timely manner.
- Provides direct and indirect supervision for all Highway Maintenance personnel.
- Writes evaluations for all Highway Maintenance personnel; conducts evaluation sessions with the Operations Manager and/or Public Works Director.
- Shares supervisory and emergency on-call responsibilities.
- Operates trucks and/or equipment, as needed, during both summer and winter operations.
- Schedules, assigns and inspects work to ensure roads and infrastructure are in safe condition;
- Participates in and monitors snow removal/sanding activities; participates in and supervises road maintenance.
- Trains employees in the safe and proper use/operation of equipment.
- Carries Town phone for regular and after-hours emergencies.
- Works effectively and positively with other employees and the general public regarding all aspects of the department.

Other Duties and Responsibilities:

- Performs other work as may be required in support of Public Works.

Competencies:

- Knowledge of road construction and repair techniques and equipment;
- Knowledge of and ability to operate heavy equipment;
- Commitment to safety procedures and departmental policies;
- Time and project management skills;
- Supervisory skills and experience in a construction setting;

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- Excellent oral and written communications skills;
- Ability to work independently; and
- Ability to develop and maintain working relationships with employees, other Supervisors, Department Heads, public officials and the general public.

Required Education/Experience:

- High school diploma or equivalent;
- Vocational training in construction management and supervision;
- Valid State of Maine CDL driver's license;
- Minimum of five (5) years' experience in road construction and maintenance with at least three (3) years of supervisory experience, or
- Any equivalent combination of education and experience which demonstrates possession of the necessary knowledge, skills and abilities to perform the essential functions of the position.

Additional Eligibility Qualifications:

- Ability to pass an initial, and subsequent, background checks, including criminal history, driver's license, and other checks deemed appropriate by the Town.
- Participation in a federally mandated drug and alcohol testing program, including both pre-employment and random testing as a condition of employment.
- Knowledge of and ability to use all office equipment – i.e. computer, calculator, photocopier, phone and FAX machine.
- Experience using Microsoft Office software.
- Ability and willingness to work nights, weekends, on-call, and/or overtime as necessary.
- Ability to perform the physical requirements of the position.

Working Conditions/Physical Demands:

Work requires sufficient physical strength, agility, endurance, dexterity, and hand-eye-foot coordination to perform all essential functions. Requires sitting, standing and walking for long periods of time; considerable kneeling, crawling, bending, climbing stairs and ladders; and the ability to lift up to 80 pounds. Work performed indoors and outdoors year-round in all weather conditions and may be called in after regular working hours to respond to emergency maintenance and repair needs.

The above statements are intended to describe the general nature and the level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required.

EEO Statement:

The Town of Windham provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, the Town complies with applicable state and local laws governing nondiscrimination in employment in every location in which the Town has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leave of absence, compensation and training.