

**TOWN OF CHESTER  
JOB DESCRIPTION  
CHESTER HIGHWAY WORKING SUPERINTENDENT**

**General Overview of Duties and Responsibilities:**

Under the direction of the Town of Chester Board of Selectmen, plan, organize, direct, and participate actively in Highway Department construction, maintenance, and repair operations and activities. Prepare specifications for highway construction and reconstruction projects, and maintenance of town roads, sidewalks, curbs, walls and related structures. Plan, coordinate, direct and assist in snow and ice removal, plowing, sanding and salting operations. Responsible to be on call on a 24-hour basis for emergencies. This is a minimum of a 40-hour work week, subject to additional hours as needed. The Superintendent will have the use of a town owned vehicle for travel to and from home as well as the work travel. **This is an annual appointment by the Board of Selectmen unless otherwise amended by vote of the Board.**

**Responsibilities:**

In collaboration with Town Administrator, Mass DOT and/or Pioneer Valley Planning commission, obtain bids and recommend selection of contractors; conduct periodic and regular inspections to ensure quality of construction.

Perform town-related technical administrative duties, as may be assigned from time to time by the Selectboard/Town Administrator. Assists in the completion of any town owned buildings/grounds projects.

Attend board meetings and public hearings, as necessary, to present technical information and respond to inquiries, requests and complaints from the Board of Selectmen, as well as various other boards, as well as citizens.

Plan, assign, train and inspect work of employees within the department. Make recommendations and changes in employee status and compensation; resolve grievances within the department when possible. Performs annual performance reviews for Highway Department employees, makes recommendations for improvements as needed and follows up to ensure compliance. Makes recommendations to the Board of Selectmen for performance/merit based salary increases.

Develop, recommend and implement Highway Department policies and procedures; and ensure compliance with applicable town, state and federal health and safety rules and regulations.

Prepare and submit departmental budgets; expend funds and monitor and control expenses; process payment of bills, payroll for department, and annual departmental reports, budgets and any other operational reports necessary to the position/department.

Maintain current knowledge/licenses necessary to the position through peer association; attendance at meetings and seminars and conduct periodic staff

meetings to provide information to staff. Work with Town Administrator to ensure policies and procedures, both local, state and federal are adhered to.

### **Snow and Ice**

Required to be on-call 24 hrs. for snow and ice emergencies, as well as other weather related emergencies. The Superintendent is the primary point person in assessing road conditions for assignment to highway snow plowing personnel and private vendors if deemed necessary.

### **Chapter 90/grants**

Become knowledgeable in the Chapter 90 process, through meetings and training sessions with DOT, work with the State, PVPC and other agencies to develop the necessary skills relevant to successful grant funding. Work with assistance from the Town Administrator and Highway Administrative Asst. in processing paperwork.

### **Water Department**

Become knowledgeable as to the operations of the Water Dept. to the extent that the Highway Superintendent can assist the Water Dept. when necessary, sometimes acting as a liaison between the citizens and the water department. As the water department contributes monies annually to the budget for highway department work, be cognizant to the time and monies being expended on the water department's behalf.

### **Tree Removal**

Responsible for tree and brush removal (as Tree Warden).

### **Cemetery**

Responsible for the cemetery and all aspects of the day to day operations, including burial placement, getting site ready for burial and ensuring all records are up to date.

### **General experience required**

1. General knowledge equivalent to the completion of four years of high school and additional, specialized training courses, including operational knowledge of word processing, spreadsheet, database and related computer applications.
2. **Must** possess a valid Massachusetts Class II CDL motor vehicle operator's license and minimum Hoisting License, 2A.
3. Able to operate heavy machinery, including, but not limited to: backhoe, excavator, plow trucks, mowing equipment, etc. If not licensed for all, be willing to train to receive licensing.

4. Ability to perform heavy manual labor, frequent strenuous physical effort generally required/heavy lifting of items in excess of 65 pounds or more. Ability to work under varying weather conditions.