



JOHN SALOMONE  
TOWN MANAGER

# TOWN OF NEWINGTON

131 CEDAR STREET  
NEWINGTON, CONNECTICUT 06111

## CAREER OPPORTUNITY

<b>POSITION:</b> ASSISTANT HIGHWAY SUPT.	<b>PAY RANGE:</b> \$55,000 - 75,000	<b>CLASSIFICATION/ GRADE:</b> A-7	<b>EEOC ADM.</b>
<b>LOCATION:</b> Highway Department	<b>APPLY BY:</b> March 27, 2009	<b>APPLY TO:</b> Town Manager 131 Cedar Street Newington, CT 06111	

### ESSENTIAL FUNCTIONS:

- Provides essential back-up support for the Superintendent of Highways, and assumes duties and responsibilities of the department in the absence of the Superintendent.
- Performs a variety of administrative functions including compiling management information, writing reports, and administering record keeping functions.
- Researches and develops departmental procedures, policies, work instructions, and work methods.
- Responsible for operation of sanitary landfill in accordance with solid waste rules and regulations, including operational planning, facility and equipment maintenance, and related record-keeping functions.
- Assists in overseeing the day-to-day operation of the Town's sanitation operation, and communicating with the various contractors.
- Assists in coordinating the maintenance, repair, purchasing, and disposal of vehicles and equipment within the Town's fleet.
- Assists in planning and scheduling work.
- Assists in preparing the department's budget requests and in administering the approved budget.
- Assists in investigating complaints from the general public.
- Performs other related work as required.

### MINIMUM QUALIFICATIONS:

The skills and knowledge required would generally be acquired with:

- Bachelor's Degree in Public Administration or a related field, plus two years experience in Public Works, or
- Any combination of training and experience which provides a demonstrated ability to perform the duties of the position.

See attached Job Description for other duties and qualifications.

The Town of Newington is an Affirmative Action/Equal Opportunity Employer and does not discriminate on the basis of age, sex, race, color, religion, marital status, sexual preference, national origin, or disability.

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