

TOWN OF NEWINGTON

TITLE:	Assistant Highway Superintendent	GRADE:	A-7
DEPARTMENT:	Public Works	DATE:	Town Council Approved 4-10/07

POSITION SUMMARY:

Under the general supervision of the Superintendent of Highways, assists in the research and planning functions and general administrative duties of the Highway Department.

ESSENTIAL JOB 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.

ADDITIONAL JOB FUNCTIONS:

- May perform additional tasks and duties as requested.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Good knowledge of the principles and practices of public administration.
- Some knowledge of public works administration.
- Good ability to conduct research and analysis, compile information, and prepare reports.
- Considerable ability to establish and maintain effective working relationships with supervisors, subordinates, and the general public.
- Knowledge of DEP compliance and environmental impacts relating to the landfill operation.
- Familiarity with standard road repair and storm drainage maintenance and construction techniques.
- Strong electronic spreadsheet and word processing skills.
- Committed to excellence in public service.

REQUIRED PHYSICAL AND MENTAL EFFORT AND ENVIRONMENTAL CONDITIONS

- Periods of supervising or inspecting in non-office environments, including garages, sewer facilities, landfills.
- Regular periods spent outside subject to weather conditions while inspecting or directing work.
- Frequent walking, standing, climbing; occasional requirement for sustained uncomfortable physical positions.
- Some exposure to high noise and vibration levels from heavy equipment.
- May spend sustained periods at computer terminal or on telephone.
- Some travel within the Town to plan, oversee, or provide departmental services.

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.

LICENSE OR CERTIFICATE:

- Department of Environmental Protection Certificate to operate solid waste landfill and/or transfer station.

Note: The above description is illustrative of tasks and responsibilities and not meant to be all-inclusive of every task or responsibility. It is a temporary management guide/tool and subject to change.