



Office of the
BOARD OF SELECTMEN
272 Main Street, Townsend, Massachusetts 01469

Cindy King, *Chairman*
James M. Kreidler, Jr.,
Town Administrator

Gordon Clark, *Vice-Chairman*

Sue Lisio, *Clerk*
(978) 597-1701

MEETING MINUTES
FEBRUARY 27, 2018 2:00 P.M.

I. PRELIMINARIES - VOTES MAY BE TAKEN:

1.1 GC called the meeting to order at 2:06P.M.

Roll call vote show two members present: Vice-Chairman, Gordon Clark (GC) and Clerk, Sue Lisio (SL).

Chairman Cindy King called in for remote participation and answered roll call as present.

Mr. Kreidler asked if the Board members could hear Ms. King and if Ms. King could hear the Board members.

1.2 Chairman's Additions or Deletions.

GC moved to add sign the bills payable warrant to the meeting.

II. APPOINTMENTS OF OFFICIALS/PERSONNEL - VOTES MAY BE TAKEN:

2.1 Appoint James Smith as the Highway Superintendent effective February 27, 2018 contingent upon successful negotiations.

The Board together with Mr. Kreidler reviewed the memorandum regarding the appointment of Mr. Smith as the Highway Superintendent, (see attached). Discussion included: HRS recommendation and classification of the position, grading and scoring criteria, and qualifications needed for the position, references within the job description and point evaluation and criteria, salary recommendations and history of Mr. Smith's employment with the town.

SL questioned and reviewed the breakdown in salary amounts in reference to job training. More discussion regarding the Administrative parts of the position ensued along with other training discussion in general terms for all employees. After a brief conversation between SL and GC, SL excused herself from the meeting at 2:30P.M.

Mr. Kreidler asked the Board to recess so he could review the remote participation policy to be sure the Board is in compliance since Ms. Lisio did leave. CK stated she was close by and would come to meeting.

GC moved to recess at 2:38P.M.

CK called the meeting back to order at 3:19P.M. The record reflects, Ms. King was no longer participating remotely but was present at the meeting.

Roll call vote taken showed 2 members present, Chairman, Cindy King and Vice-Chairman Gordon Clark.

CK inquired as to whether the town would be incurring the cost for the training programs. The Board reviewed page four of the memorandum.

GC moved to appoint Jim Smith, subject to a one year probationary period, to the 40 hr salaried exempt position of Highway Superintendent with the salary and training plan as discussed. CK seconded. Unanimous vote.

Mr. Kreidler pointed out the Board should either vote to execute the MOU as attached and reviewed or recognize the position into the Supervisory Union. Mr. Kreidler recommended the Board have additional discussion in executive session.

III: EXECUTIVE SESSION - VOTES MAY BE TAKEN:

GC moved to enter Executive Session pursuant to GL c. 30A, s. 21(a)(3) to discuss strategy with respect to collective bargaining or litigation if an open meeting may have a detrimental effect on the bargaining position or litigating position and the chair so declares, RE: Grievance-Police Department and Pending Litigation and to return to open session. CK declared as written. Roll call vote: Gordon Clark (YES) Cindy King (YES)

GC moved to reconvene in open session at 4:21P.M. CK seconded. Roll call vote Cindy King (YES) and Gordon Clark (YES).

Prior to the Board going into executive session for negotiations for the Highway Superintendent, Mr. Kreidler stated they did not have to enter into executive to discuss.

Discussion regarding the MOU for James Smith (see attached) and for a voluntary recognition of the position to enter ASCME Supervisory Union ensued. The Board discussed the current membership of the Supervisory Union and compared the job description.

GC moved to execute the attached MOA for James Smith. CK seconded. Unanimous Vote.

GC moved to voluntarily recognize the position of Highway Superintendent as petitioned to enter the ASCME Supervisory Union. CK seconded. Unanimous vote.

~~Executive Session pursuant to GL c. 30A, s. 21(a)(3) to discuss strategy with respect to collective bargaining if an open meeting may have a detrimental effect on the bargaining position and the chair so declares. RE: Supervisory Union.~~

~~Executive Session pursuant to GL c. 30A, s. 21(a)(2) to conduct strategy sessions in preparation for negotiations with nonunion personnel or to conduct collective bargaining sessions or contract negotiations with nonunion personnel. RE: Highway Superintendent~~

IV. ADJOURNMENT:

GC moved to adjourn the meeting at 4:30P.M. CK seconded. Unanimous vote.

Respectfully submitted by,


Carolyn Smart, Executive Assistant

Voted to approve the meeting minutes for the meeting of February 27, 2018, by the Board of Selectmen this 20th day of March, 2018.



Office of the
BOARD OF SELECTMEN
272 Main Street, Townsend, Massachusetts 01469

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Sue Lisio, *Clerk*
(978) 597-1701

TO: Board of Selectmen
From: Jim Kreidler, Town Administrator
RE: Highway Superintendent
Date: February 26, 2018

As you each know, I have been considering the matter of my recommendation to you to fill the vacant Highway Superintendent position for some time now.

In my experience, whenever there is a competent internal candidate all reasonable effort should be made to allow them to succeed in a promotional opportunity. To my thinking, Jim Smith is such an internal employee.

It is important to recognize, however, that as managers, anytime we are contemplating an internal candidate for promotion, thoughts undoubtedly run to the "Peter Principle" and its application to the matter then before us. As we are all aware, the "Peter Principle" is:

Observation that in a hierarchy people tend to rise to "their level of incompetence." Thus, as people are promoted, they become progressively less-effective because good performance in one job does not guarantee similar performance in another. Named after the Canadian researcher Dr. Laurence J. Peter (1910-90) who popularized this observation in his 1969 book 'The Peter Principle.'¹

One way in which I have found comfort in the consideration of promotional opportunities for people in the organizations I manage, when viewed against the "Peter Principle," is to provide "trial" or "interim" opportunities to those promotional candidates prior to making a formal appointment. I have found that it is only through this type of effort that I can judge, based on real time in service, whether or not a person has the skills and experience to in fact do the higher classified job.

It is in that regard that I have been keenly observing the performance of our Interim Highway Superintendent Jim Smith. As you also know, Jim Smith, who has been with us for over

¹ <http://www.businessdictionary.com/definition/Peter-principle.html>

twelve years as an Equipment Operator, has been serving in an acting capacity in the Superintendent's job since August of last year.

By all measures, and in each season, I have found that he has performed very well.

However, before we begin any discussion related to Jim assuming the role on a permanent basis, we should address a question that has come up regarding Jim's qualification for the job against the existing position description (copy attached). Specifically, a concern that has been expressed is that Jim does not possess a degree in civil engineering as is recommended in the position description.

When reviewing the position description you will note that the "Recommended Minimum Qualifications" for the position for "Education, Training and Experience" are:

Bachelor's Degree in Civil Engineering and at least five years of public works experience; or any equivalent combination of education, training and experience. (emphasis added)

Allow me to address them in pieces:

1. "Bachelor's Degree in Civil Engineering and at least five years public works experience"-

While Jim doesn't have the BA in civil engineering, he has in well in excess of the five years of minimum recommended public works experience. Given that, and pursuant to the established position description, we are obligated to next consider...

2. "Any equivalent combination of education, training and experience" -

While Jim may not have the "recommended" BA in civil engineering, he does come to this opportunity with over twenty four years of public works/construction experience, with twelve of them being in our own Highway Department. Additionally, Jim possesses certifications and licenses that exceed the requirements for the position (CDL Class B, Class 2A Hoisting Engineer License, 4E Catch basin Endorsement, 4G Commercial Guardrail Endorsement and OSHA 10 Certification).

Further, according to HRS, Inc., the professional Comp and Class consultant hired by the town to create and update the Comp and Class Plan, the "Basic Knowledge, Training and Education" factor is intended to measure:

the basic knowledge or "scholastic content" however it may have been acquired, essential as background or training to perform the job. This background may have been acquired through formal education, outside study, technical training, skills and capabilities learned on jobs of a lesser degree, or by any combination of these approaches. This factor is expressed below both in terms of knowledge and equivalent education. (emphasis added)

Therefore, when evaluating Jim against the “Education, Training and Experience” factor we are called to view his basic knowledge “however it may have been acquired” and “by any combination of the given approaches,” to include “skills and capabilities learned on jobs of a lesser degree.” Given that as our guideline, Jim’s training (listed certifications) and experience (24 years in the field including 12 with our department and seven months in the Superintendent position), in my judgement, more than satisfies the HRS defined “minimum required education, training and experience” factor.

Even having determined that, however, if Jim is to be appointed to the position, it would be with a one year probationary period. Furthermore, I believe it would be important for him to continue his training through the Commonwealth’s Roads Scholar program and other municipal public works training opportunities, and I would propose that his appointment and compensation be tied to him doing so.

So IF Jim were to be offered the position, we would next need to address the question of compensation.

When our former Highway Superintendent, Ed Kukkula, was here he was compensated as a 40 hour exempt employee at a salary of \$84,575.

Since 2006, however, that salary included an amount of money for Ed having assumed the administrative duties in the department. This administrative amount was initially set at \$12,000 and, over the past ten years when adjusted moderately by a 2% COLA, would have finished in his last year at a rate of \$14,341.

Moving forward in FY19, the plan is to break that Superintendent salary back apart and to hire the Superintendent and an administrative person from the budgeted amount that previously was expended on just the Superintendent position. Accordingly, the FY19 net salary for the Superintendent, less the administrative piece², should be \$70,234.

The position is rated in the classification plan as a Grade 9. The range for the Grade is as follows:

	\$28.83	\$29.55	\$30.29	\$31.05	\$31.83	\$32.63	\$33.45	\$34.29	\$35.15	\$36.03
T-9	\$52,466.96	\$53,777.36	\$55,124.16	\$56,507.36	\$57,926.96	\$59,382.96	\$60,875.36	\$62,404.16	\$63,969.36	\$65,570.96
	\$59,962.24	\$61,459.84	\$62,999.04	\$64,579.84	\$66,202.24	\$67,866.24	\$69,571.84	\$71,319.04	\$73,107.84	\$74,938.24

Therefore, the “closest to but higher than” step within the Grade would land the job pay at \$71,319.

The next question requiring attention is, if Jim Smith were to be appointed permanent Superintendent, at what rate should he be paid?

² Seventeen hour administrative support position.

One way to back into this answer is to view the fact that as an Operator Jim was making a base of \$47,606 and average annual overtime of \$10,000+/- for a total of \$57,606. So, if \$57,606 is the pay for a job without any of the stressors that come with being in charge of the entire operation, what is "fair" and "reasonable" for him to consider stepping up?

These numbers set the two poles---\$57,606 on the low end and \$71,319 at the high end. For discussion purposes, to split the difference we get a salary of \$64,463 which would fit in the G9 pay grid at the closest too but higher step 4 salary of \$64, 579.84.

If Jim were to start at this step 4 rate I would propose that I be allowed to establish a quarterly education and training plan and that upon successful completion of each quarter that he be elevated one step. This would provide, within a year's time if he succeeds in the training program, for Jim to receive the G9, step 7 salary of \$69,571.84 (or one step below the current rate) and the town receiving the benefit of an originally qualified internal candidate with increased education and training.

SUGGESTED MOTION:

Accordingly, if it pleases the Board, I would respectfully request a motion to:

Appoint Jim Smith, subject to a one year probationary period, to the 40 hr. salaried exempt position of permanent Highway Superintendent with the following salary and training plan:

Quarter 1- G9, step 4 (\$64,579.84) with a quarterly training goal to be determined by the TA.
If successful in the training plan then-

Quarter 2- G9, step 5 (\$66,202.44) with a quarterly training goal to be determined by the TA.
If successful in the training plan then-

Quarter 3- G9, step 6 (\$67,866.24) with a quarterly training goal to be determined by the TA.
If successful in the training plan then-

Quarter 4- G9, step 7 (\$69,571.84) with a quarterly training goal to be determined by the TA.

And to either:

- execute the attached Memorandum of Agreement (MOA) which is modeled after Deputy Chief Sartell's MOA, or
- vote to recognize the position for inclusion into the AFSCME Supervisory Union.

	FY19
Grade T-7	
Superintendent of Cemeteries and Parks	\$ 27.28
Grade T-8	
Library Director	\$ 30.49
Principal Assessor	\$ 35.47
Grade T-9	
Highway Superintendent	\$ 32.04
Town Accountant	\$ 33.58
Town Treasurer-Collector	\$ 35.29
Building Commissioner	\$ 36.33
Water Superintendent	\$ 37.64

	FY16	
Grade T-10	Hrly.	Annual
Police Lieutenant (in Comp and Class Plan)	\$ 36.86	\$ 76,669.00
Police Lieutenant (actually paid by BoS)	\$ 43.17	\$ 89,800.00

**MEMORANDUM OF AGREEMENT (MOA)
BETWEEN THE
TOWN OF TOWNSEND
AND
HIGHWAY SUPERINTENDENT JAMES SMITH**

NOW COMES the Town of Townsend (“the Town”), by and through its Board of Selectmen (“Selectmen”), and James Smith, in his capacity as Highway Superintendent (“Highway Superintendent”), and agree hereto as follows:

WHEREAS, Mr. Smith currently serves as the Town’s appointed interim Highway Superintendent, with an indefinite appointment, under the appointing authority of the Selectmen, with day to day supervision provided by the Town Administrator; and

WHEREAS, the Highway Superintendent shall receive wages based on the Town’s non-union classification and compensation plan and, with the exception of the benefits listed below, the Highway Superintendent shall receive employee benefits under the Town’s Non-Contractual Personnel Policies & Procedures Manual:

NOW THEREFORE, the parties agree as follows:

1. Pursuant to the Selectmen’s vote on February ____, 2018, the term of this MOA shall be for a one year period (“Term”) from February ____, 2017 to February ____, 2018 at which time this MOA shall become null and void unless it is voted to be extended by the Town or amended by the parties.
2. Non-Renewal- Unless the Town provides written notice to the Highway Superintendent of a unanimous vote of its intention to not renew this MOA no less than six (6) months prior to the end of its initial or any extended terms (“notice period”), this MOA shall automatically be extended on the then applicable terms and conditions for an additional term.

The parties mutually agree that terms and conditions of this or any successor MOA shall remain in full force and effect during any subsequent negotiations unless and until changes, if any, are agreed upon, are reduced to writing and executed by the parties. The parties may mutually agree to negotiate any terms and conditions of this MOA at any time.

In the event the Highway Superintendent's MOA is not renewed, and if the Highway Superintendent decides to relinquish his appointment, the Town agrees to:

- a. pay the Highway Superintendent a lump sum severance payment equal to (6) months' salary and benefits on or before his last day if he leaves the town's employ, or
 - b. allow the Highway Superintendent to resume his prior position as an Equipment Operator in the town Highway Department, at the then current rate of pay as established by the union contract and without any loss of seniority from his first day of hire with the town..
3. In the event that the MOA is allowed to lapse and the Highway Superintendent chooses to retain the position, consistent with recent town practice, in no event shall the Highway Superintendent be made to suffer any economic harm.
4. The Highway Superintendent position is classified as a Grade 9 in the Town's non-contractual employee compensation and classification plan as follows:
 - Quarter 1- G9, step 4 (\$64,579.84) with a quarterly training goal to be determined by the TA.
If successful in the training plan then-
 - Quarter 2- G9, step 5 (\$66,202.44) with a quarterly training goal to be determined by the TA.
If successful in the training plan then-
 - Quarter 3- G9, step 6 (\$67,866.24) with a quarterly training goal to be determined by the TA.
If successful in the training plan then-
 - Quarter 4- G9, step 7 (\$69,571.84) with a quarterly training goal to be determined by the TA.
5. The Highway Superintendent position is a salaried exempt position under the FLSA.

6. The Highway Superintendent shall be on call and available twenty-four (24) hours a day.
7. The Highway Superintendent shall work a schedule as determined by the Town Administrator and shall perform duties as detailed in the approved job description for the position of Highway Superintendent as they may be amended from time to time.
8. The Highway Superintendent shall be entitled to all leave benefits as outlined in the Non-Contractual Personnel Manual inclusive of any revisions, a copy of which is incorporated herein by reference, with the exception of the benefits listed in a) through j) below:
 - a) The Highway Superintendent shall be entitled to twenty (20) working days annual vacation leave during each. The Highway Superintendent shall notify and receive approval from the Town Administrator prior to taking any vacation time. The Highway Superintendent may carry over five (5) vacation days per fiscal year.
 - b) The Highway Superintendent shall be granted fifteen (15) sick days per year cumulative to a maximum of 150 days.
 - c) If the Highway Superintendent is sick for three or more consecutive days, the Town Administrator may require that the Highway Superintendent obtain a doctor's certificate at the Town's expense.
 - d) The Highway Superintendent shall be entitled to four (4) days per year, non-cumulative, for the purpose of transacting or attending to personal business, or household matters which cannot be conducted outside normal working hours.
 - e) The Highway Superintendent shall not be required to work holidays but shall remain available as on-call during these time periods and shall report to work if needed unless arrangements have been made in advance with the Town Administrator. If the Highway Superintendent is required to work or is called in to work on a holiday, he will receive

normal pay for all hours worked and shall be entitled to an additional day off as his holiday as arranged with the Town Administrator.

The following days, or days observed as such, shall be recognized as paid holidays:

New Year's Day	Patriot's Day	Labor Day
President's Day	Columbus Day	Thanksgiving Day
Veterans' Day	Martin Luther King Day	Independence Day
Memorial Day	Christmas Day	

If the holiday falls on a day off, the Highway Superintendent shall receive an additional day off as his holiday as arranged with the Town Administrator.

- f) The Town shall provide a vehicle for use by the Highway Superintendent and shall be responsible for all necessary maintenance expenses and insurance on such vehicle. Said vehicle is to be used by the Highway Superintendent in connection with the performance of his duties and for his professional growth and development. Since the Highway Superintendent is required to be "on-call" twenty-four (24) hours a day and may be required to report to an incident or event, the vehicle may be used by the Highway Superintendent for limited personal reasons. The Highway Superintendent may not use the vehicle for family vacations or recreational trips when the Highway Superintendent would not be reasonably expected to respond to an incident or event.
- g) The Highway Superintendent shall be entitled to a uniform allowance of \$_____.00 consistent with the highway union contract.
- h) The Highway Superintendent shall be entitled to the following indemnification. The Town shall defend, save harmless and indemnify the Highway Superintendent against any tort, professional liability, claim or demand, or other legal action, whether groundless or otherwise arising out of an alleged act or omission occurring in the performance of his duties as Highway Superintendent, even if said claim has been made following his termination from employment, except an intentional violation of

the civil rights of any person, provided that the Highway Superintendent acted within the scope of his duties. The Town shall pay the amount of any settlement or judgment rendered thereon. The Town may compromise and settle any claim or suit and will pay the amount of any settlement or judgment rendered thereon without recourse to the Highway Superintendent.

The Town shall reimburse the Highway Superintendent for any attorney's fees and cost incurred by the Highway Superintendent in connection with such claims or suits involving the Highway Superintendent in his professional capacity.

This section i) shall survive the termination of this Agreement.

BY ITS BOARD OF SELECTMEN

HIGHWAY SUPERINTENDENT

Cindy King, Chairman

James Smith

Gordon Clark, Vice Chairman

Dated: _____

Sue Lisio, Clerk

Dated: _____



TOWN OF TOWNSEND

Highway Department

177

Townsend, M

PHONE

highway

3.2

MEMORANDUM

Date: August 14, 2017

To: James Kreidler, Town Administrator

From: Ed Kukkula, Highway Superintendent 

Subject: Jim Smith's Temporary Position

I am pleased to be able to write this letter of recommendation for James Smith who is currently a Heavy Equipment Operator within the department. Jim has worked in this capacity for ten years and has shown the ability to perform any work assigned to him with little or no oversight.

Jim is a take-charge person who is capable of presenting new ideas and is able to communicate them to his fellow employees. He is very even tempered and rarely gets upset or angry. He seems to be able to step in and mediate when there is a disagreement and is able to bring everyone to a satisfactory solution. Jim always seems to be planning ahead and anticipating problems in a variety of situations. Jim is a hard working self-starter who understands exactly what work needs to be completed and how it should be done.

I have been his supervisor for the entire time he has worked for the highway department and have watched him develop the skills and qualities necessary to run the department. I have no hesitation in recommending him for the supervisory position, and believe he will be a great asset for the highway department.

HIGHWAY SUPERINTENDENT

Position Purpose:

The purpose of this position is to perform management, administrative and supervisory work in directing the daily operations of the Highway Department including: personnel/office management, maintenance and repair of roadways, bridges, and sidewalks; construction projects; and other similar duties pertaining to the Highway Department. Performs all other related work as required.

Supervision:

Supervision Scope: Performs highly responsible work of both an administrative and technical nature requiring the exercise of initiative and independent judgment in the execution of the department's services.

Supervision Received: Work is performed under the general direction of the Town Administrator, generally establishing own work plan and completing work in accordance with established policies and standards; work is performed independently referring specific problems to supervisor only where clarification or interpretation of Town policy or procedure is required.

Supervision Given: Supervises all department employees, developing job direction, assigning tasks and instructions and monitoring personnel performance evaluation. Recruits, interviews and makes recommendations on hiring of new employees.

Job Environment:

Work is performed outdoors, near hazards associated with construction sites and subject to variable weather conditions as well as under typical office conditions. Some work is performed in office.

Regularly operates light trucks/automobiles, hand and power tools. Utilizes computer, telephone and other standard office machines and equipment. Occasionally operates heavy equipment.

Makes frequent contacts with the general public, other town departments, outside contractors, various vendors and other town personnel.

Has access to Highway department confidential information which requires the application of appropriate judgment, discretion and professional protocols.

Errors could result in danger to public health and safety, lower standards of service, cause time and monetary loss, damage to buildings/equipment as well as legal ramifications.

Essential Functions:

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

Trains, instructs and checks the work of subordinates in accordance with Town policies and procedures. Maintains discipline and morale and handles grievances and complaints within established contractual agreement. Manages the Highway employee drug and alcohol testing program for CDL drivers.

Schedules, assigns and monitors work projects to crew members where assignments are varied. Work of subordinates involves street and highway maintenance and repairs, plowing, sanding, patching, clearing, installing gutters, drainage systems, sidewalks, catch basins.

Prepares and plans work projects for crews. Budgets projects and prepares annual operating and capital budgets. Controls and adhere to budgets and ensures compliance to spending limits.

May directly supervise the activities of highway crews. Assigns projects to group leaders and working foremen, provides guidance and direction on project completion. Performs on-site inspections and review of work; monitors progress and expedites work assignments to meet schedules as appropriate. Anticipates and/or detects delays, inadequate performance and takes corrective action to ensure quality and quantity of work providing direction and guidance as needed.

Monitors and schedules outside contractors hired for projects. Checks and ensures proper materials and products are being used and appropriate methods and procedures are utilized. Reports discrepancies, problems or disputes to supervisor for resolution or further action.

Develops town wide snow and ice control plan, recruits outside contractors for plowing and snow removal, direct winter storm operations and other emergency responses. Ensures entrances and walkways to Town facilities are cleared of snow and ice and maintained free from slipping hazards. On call for emergency responses.

Maintains records and files of Highway department. Compiles information and data for periodic requests.

Responsible for the maintenance and inventory of equipment, material, supplies, and tools. Purchases and maintains supplies; reports need for extensive equipment repair. Schedules vehicle and equipment for maintenance.

May operate full range of equipment as well as utilize all tools and perform duties of subordinate employees in emergency situations.

Responds to citizen requests, problems, and complaints of a routine nature. Investigates and determines best action to be taken within established procedures and practices. Refers more difficult situations to supervisor.

Performs administrative and general office duties of the Highway Department, including supervision of personnel, typing, filing, data processing, data entry, spreadsheet development, and record keeping. Develop informational reports on the Highway department. Develop budgets, financial and statistical analysis. Maintains telephone directories. Maintains union information and grievance documents; prepares data for collective bargaining. Handles all applications, records, and permits of the department. Keeps vehicle records and maintenance records.

Responds to customer requests and issues permits.

Performs accounts payable duties.

Seeks state and federal grants.

Represents the department at a variety of different meetings both within and outside of the town system. Responds to complaints, concerns, and questions from the public and other town departments.

Attends seminars on a variety of department-related subjects.

Serves on senior management team; attends all department head meetings.

Maintains office supplies and inventories.

Develop safety programs and take individual responsibility for working in a safe manner and adhere to the Town's safety policies.

Performs similar or related work as required.

Recommended Minimum Qualifications:

Education, Training and Experience:

Bachelor's Degree in Civil Engineering and at least five years of public works experience; or any equivalent combination of education, training and experience. Office management skills and skill in utilizing Microsoft Word, Excel, Access; and knowledge of internet and databases.

Special Requirements:

Possession of valid CDL and hoisting operator license.

Knowledge, Ability and Skill:

Knowledge: Thorough knowledge of the materials, methods and techniques relative to public works projects and issues. Knowledge of laws, rules and regulations relating to public works projects. Knowledge of snow and ice control techniques and practices.

Ability: Ability to plan, assign and supervise the work of groups of employees engaged in a variety of highway construction and maintenance operations. Ability to establish and maintain effective and harmonious working relationships with town officials and departments, and the general public. Ability to communicate effectively in written and oral form. Ability to excel in a team oriented, customer driven environment.

Skill: Skill in organizational management and office automation. Excellent public relations skills. Possess good reading, writing, math, job planning, administrative, and supervisory skills.

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Must be able to access all areas and levels of construction site and/or building, and is frequently required to spend several hours working or standing. Regularly required to operate objects, tools or controls. Regularly lifts and/or moves objects weighing up to 60 pounds; frequently lifts objects weighing up to 100 pounds. Vision and hearing at or correctable to normal ranges. Physical ability to operate a motor vehicle.

(This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.)

JOB POSTING

Immediate Opening

Highway Superintendent

Town of Townsend, MA

The Town of Townsend is seeking qualified applicants for Highway Superintendent. The successful candidate will be responsible for the overall effectiveness of the Highway and Fleet Services programs, activities, and functions that contribute to the efficient operation and constant improvement of the infrastructure of the Town of Townsend. Organizes and directs these activities in a manner that optimizes the use of financial, physical, and human resources in accomplishing assigned functions. Through foremen and subordinates, direct and oversee the supervision and administration of the street maintenance program, fleet/fuel operation, snow removal functions, and street lighting. Responsible for the short and long range planning functions for these Divisions. Position takes general direction from the Town Administrator. Minimum qualifications include strong planning, communication, leadership and interpersonal skills, as well as solid budgetary/financial and customer service abilities. Position requires five years of progressive experience in state or local highway, DPW or closely related field with at least five years of management experience. Bachelor's degree in civil engineering, construction management or closely related field required, or equivalent combination of education/experience required. Must possess a valid driver's license, valid CDL and hoisting operator license. Salary range: \$75,000-\$88,000 per year plus excellent benefits. An application form is available at <http://www.townsend.ma.us> (Side Bar Jobs/Postings). An application form with cover letter and resume will only be accepted by email. All information should be sent to: kmerrill@townsend.ma.us . Position open until filled. We are an AA/EEO employer.

HIGHWAY SUPERINTENDENT

Position Purpose:

The purpose of this position is to perform management, administrative and supervisory work in directing the daily operations of the Highway Department including: personnel/office management, maintenance and repair of roadways, bridges, and sidewalks; construction projects; and other similar duties pertaining to the Highway Department. Performs all other related work as required.

Supervision:

Supervision Scope: Performs highly responsible work of both an administrative and technical nature requiring the exercise of initiative and independent judgment in the execution of the department's services.

Supervision Received: Work is performed under the general direction of the Town Administrator, generally establishing own work plan and completing work in accordance with established policies and standards; work is performed independently referring specific problems to supervisor only where clarification or interpretation of Town policy or procedure is required.

Supervision Given: Supervises all department employees, developing job direction, assigning tasks and instructions and monitoring personnel performance evaluation. Recruits, interviews and makes recommendations on hiring of new employees.

Job Environment:

Work is performed outdoors, near hazards associated with construction sites and subject to variable weather conditions as well as under typical office conditions. Some work is performed in office.

Regularly operates light trucks/automobiles, hand and power tools. Utilizes computer, telephone and other standard office machines and equipment. Occasionally operates heavy equipment.

Makes frequent contacts with the general public, other town departments, outside contractors, various vendors and other town personnel.

Has access to Highway department confidential information which requires the application of appropriate judgment, discretion and professional protocols.

Errors could result in danger to public health and safety, lower standards of service, cause time and monetary loss, damage to buildings/equipment as well as legal ramifications.

Essential Functions:

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

Trains, instructs and checks the work of subordinates in accordance with Town policies and procedures. Maintains discipline and morale and handles grievances and complaints within established contractual agreement. Manages the Highway employee drug and alcohol testing program for CDL drivers.

Schedules, assigns and monitors work projects to crew members where assignments are varied. Work of subordinates involves street and highway maintenance and repairs, plowing, sanding, patching, clearing, installing gutters, drainage systems, sidewalks, catch basins.

Prepares and plans work projects for crews. Budgets projects and prepares annual operating and capital budgets. Controls and adhere to budgets and ensures compliance to spending limits.

May directly supervise the activities of highway crews. Assigns projects to group leaders and working foremen, provides guidance and direction on project completion. Performs on-site inspections and review of work; monitors progress and expedites work assignments to meet schedules as appropriate. Anticipates and/or detects delays, inadequate performance and takes corrective action to ensure quality and quantity of work providing direction and guidance as needed.

Monitors and schedules outside contractors hired for projects. Checks and ensures proper materials and products are being used and appropriate methods and procedures are utilized. Reports discrepancies, problems or disputes to supervisor for resolution or further action.

Develops town wide snow and ice control plan, recruits outside contractors for plowing and snow removal, direct winter storm operations and other emergency responses. Ensures entrances and walkways to Town facilities are cleared of snow and ice and maintained free from slipping hazards. On call for emergency responses.

Maintains records and files of Highway department. Compiles information and data for periodic requests.

Responsible for the maintenance and inventory of equipment, material, supplies, and tools. Purchases and maintains supplies; reports need for extensive equipment repair. Schedules vehicle and equipment for maintenance.

May operate full range of equipment as well as utilize all tools and perform duties of subordinate employees in emergency situations.

Responds to citizen requests, problems, and complaints of a routine nature. Investigates and determines best action to be taken within established procedures and practices. Refers more difficult situations to supervisor.

Performs administrative and general office duties of the Highway Department, including supervision of personnel, typing, filing, data processing, data entry, spreadsheet development, and record keeping. Develop informational reports on the Highway department. Develop budgets, financial and statistical analysis. Maintains telephone directories. Maintains union information and grievance documents; prepares data for collective bargaining. Handles all applications, records, and permits of the department. Keeps vehicle records and maintenance records.

Responds to customer requests and issues permits.

Performs accounts payable duties.

Seeks state and federal grants.

Represents the department at a variety of different meetings both within and outside of the town system. Responds to complaints, concerns, and questions from the public and other town departments.

Attends seminars on a variety of department-related subjects.

Serves on senior management team; attends all department head meetings.

Maintains office supplies and inventories.

Develop safety programs and take individual responsibility for working in a safe manner and adhere to the Town's safety policies.

Performs similar or related work as required.

Recommended Minimum Qualifications:

Education, Training and Experience:

Bachelor's Degree in Civil Engineering and at least five years of public works experience; or any equivalent combination of education, training and experience. Office management skills and skill in utilizing Microsoft Word, Excel, Access; and knowledge of internet and databases.

Special Requirements:

Possession of valid CDL and hoisting operator license.

*Townsend, MA
Highway Superintendent
FLSA: Exempt
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Knowledge, Ability and Skill:

Knowledge: Thorough knowledge of the materials, methods and techniques relative to public works projects and issues. Knowledge of laws, rules and regulations relating to public works projects. Knowledge of snow and ice control techniques and practices.

Ability: Ability to plan, assign and supervise the work of groups of employees engaged in a variety of highway construction and maintenance operations. Ability to establish and maintain effective and harmonious working relationships with town officials and departments, and the general public. Ability to communicate effectively in written and oral form. Ability to excel in a team oriented, customer driven environment.

Skill: Skill in organizational management and office automation. Excellent public relations skills. Possess good reading, writing, math, job planning, administrative, and supervisory skills.

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Must be able to access all areas and levels of construction site and/or building, and is frequently required to spend several hours working or standing. Regularly required to operate objects, tools or controls. Regularly lifts and/or moves objects weighing up to 60 pounds; frequently lifts objects weighing up to 100 pounds. Vision and hearing at or correctable to normal ranges. Physical ability to operate a motor vehicle.

(This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.)