NATURE OF WORK: High responsibilities in the maintenance supervision of highway repair and maintenance crews. Work involves planning, scheduling, inspection, and coordination of work crews and equipment. Administration of highway service operations, supervision of equipment maintenance and repairs, and handling of complaints from the public. Includes actual operation of equipment and tools associated with highway construction and maintenance work when necessary. This position also has the responsibility for making standard repair, maintenance, and supervisory technical decisions. The work requires that the employee have considerable knowledge, skill, and ability in modern methods, techniques, safety procedures, and materials necessary for road repair and maintenance.

EDUCATION, EXPERIENCE AND TRAINING: High school or trade school diploma or the equivalent, plus eight (8) years of progressively responsible public works or road construction experience including at least one (1) year in a supervisory capacity, or an equivalent combination of education and qualifying experience substituting on a year-for-year basis. Valid CT Class 2 Drivers’ License required.

KNOWLEDGE, SKILLS AND ABILITIES: Good ability to plan, schedule, coordinate, and supervise large scale public works operations. Must also have good ability to communicate effectively, orally and in writing. Considerable knowledge of: methods, materials, and techniques used in highway construction and maintenance work; the capabilities and operating characteristics of a variety of street maintenance, sanitation, and related equipment. Considerable ability to establish and maintain effective working relationships with the City Administration, superiors, associates, subordinates, department heads of other City departments, and the general public. Must be able to prepare an initial department budget and also to administer the approved budget.

The Assistant Highway Superintendent job description is attached describing the examples of duties, supervision given and a more detailed job description, which terms and conditions will apply to each candidate.

HOW TO APPLY: Applicants may complete a City of Shelton job application available on the City of Shelton website www.cityofshelton.org (Human Resources page) or on the Job Posting Bulletin Board located outside the Human Resources Department, Shelton City Hall, 54 Hill Street, Shelton, CT 06484.
MERIT SYSTEM TESTING: Applications will be reviewed to ensure that each applicant meets the minimum qualification requirements. The top (15) candidates who successfully pass the written test will be invited to participate in an oral panel interview. A combined score of the written test and oral interview will determine the ranking assigned to each candidate. The top ten (10) candidates will remain on a certified hiring list for at least one year from which the City will hire. All job openings shall be advertised and filled pursuant to the applicable provisions of the City’s Merit System Ordinance.

PROBATIONARY PERIOD: The successful candidate shall be subject to a six (6) month probationary period following the first day of work for the City of Shelton.

STARTING SALARY RANGE: $73,851.70 - $87,918.70 per the Collective Bargaining Agreement by and between the City of Shelton and Local 1303-238 of Council #4, American Federation of State, County and Municipal Employees, AFL-CIO Salary Schedule 2019-2020 dated 5/18/2018. This is a 40-hour work week salary.

JOB CLASSIFICATION: This position is a job classification M and is subject to the Collective Bargaining Agreement by and between the City of Shelton and Local 1303-238 of Council #4, American Federation of State, County and Municipal Employees, AFL-CIO Salary Schedule 2019-2020 dated 5/18/2018.

APPLICATION CLOSING DATE: Applications will be accepted through 5:30 pm Friday, January 31, 2020, at Shelton City Hall, Human Resources Office on the first floor of Shelton City Hall, 54 Hill Street, Shelton, CT 06484.

This position description should not be construed as a complete listing of all duties and is not a contract of employment. The City of Shelton is an equal opportunity employer. EOE/MF
CITY OF SHELTON

HIGHWAYS AND BRIDGES

JOB DESCRIPTION

TITLE: ASSISTANT HIGHWAY SUPERINTENDENT

GENERAL DESCRIPTION:
This is a very responsible highway maintenance supervisory position involving the supervision of highway repair and maintenance crews.

Work involves responsibility for the day-to-day planning, scheduling, inspecting and coordinating of work crews and equipment. Duties include the administration of highway service operations, supervision of equipment maintenance and repairs and the handling of complaints from the public and also the actual operation of equipment and tools associated with highway construction and maintenance work when necessary. This position also has the responsibility for making standard repair, maintenance and supervisory technical decisions. The work requires that the employee have considerable knowledge, skill and ability in modern methods, techniques, safety procedures and materials necessary for road repair and maintenance.

SUPERVISION RECEIVED:
Works under the direction of the Superintendent of Highways and Bridges or designated representative and the general supervision of the Mayor.

SUPERVISION EXERCISED:
Directs all personnel assigned to him, including but not limited to highway repair and maintenance crews.

EXAMPLES OF DUTIES:
Schedules, coordinates and reviews the work of a large group of employees engaged in various phases of highway construction and maintenance (including personnel, equipment and materials).

Analyzes highway service problems for corrective action to be taken.

Schedules work crew, equipment and materials for work projects; reviews the work of key subordinates; appraises the work of key subordinates.

Assists in developing an annual work plan for highway services, including plans for snow and ice removal, leaf collection, street cleaning, and highway construction and maintenance.

Assists in planning, developing, scheduling, and coordinating in-house safety and training programs for employees in the Highway Maintenance Department.
CITY OF SHELTON

HIGHWAYS AND BRIDGES

JOB DESCRIPTION

TITLE: ASSISTANT HIGHWAY SUPERINTENDENT

Recommends the purchase of materials and equipment for the Highway Maintenance Department, and provides for rental of trucks and equipment needed for emergency snow removal or other reasons.

Assists in preparing initial budget for the Highway Maintenance Department; administers the approved budget.

Responds to complaints from the public pertaining to highway repair and maintenance.

Coordinates activities with other City agencies.

Performs related work as required.

The duties listed above 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.

KNOWLEDGE, SKILLS AND ABILITIES:

Considerable knowledge of the methods, materials, and techniques used in highway construction and maintenance work.

Considerable knowledge of the capabilities and operating characteristics of a variety of street maintenance, sanitation and related equipment.

Good ability to plan, schedule, coordinate, and supervise large scale public works operations.

Good ability to communicate effectively, orally and in writing.

Considerable ability to establish and maintain effective working relationships with the City Administration, superiors, associates, subordinates, department heads of other City departments, and the general public.

Ability to prepare an initial department budget and also to administer the approved budget.

Ability to read site plans, maps, road designs and other designs/maps involving roads and drainage.

Must have considerable ability to use Microsoft products, specifically, WORD, EXCEL and OUTLOOK programs and ability to acquire proficiency in use of computer programs and software used in the Highways and Bridges’ office.
CITY OF SHELTON

HIGHWAYS AND BRIDGES

JOB DESCRIPTION

TITLE: ASSISTANT HIGHWAY SUPERINTENDENT

QUALIFICATIONS:
A high school or trade school diploma or the equivalent plus eight (8) years of progressively responsible public works or road construction experience including at least one (1) year in a supervisory capacity, or an equivalent combination of education and qualifying experience substituting on a year-for-year basis.

SPECIAL REQUIREMENTS:
Must have a valid, CT Class 2 Driver's License and a valid Connecticut Class B (CDL) license. Availability to report for or continue to work extended hours during weather emergencies or other unusual circumstances required.