NOTICE OF PROMOTIONAL EXAM:

Pursuant to Article VII of the City’s Merit System, there will be a promotional examination for current City of Shelton employees, who apply for the position and who meet the following minimum qualifications as stated in the job description for the Highway Maintenance Superintendent position in the Highways and Bridges Department.

GENERAL DESCRIPTION: This is a very responsible highway maintenance work involving the administration and direction of the Highways and Bridges Department and the Equipment Maintenance Department. Work involves responsibility for coordinating operations of work crews, ensuring their activities are adequately staffed and supervised, and for planning improvement of the department’s operations. Duties include budget development and execution, operational review and analysis, improvements implementation and the coordination of activities with other government units.

SUPERVISION RECEIVED: Works under the direction of the Director of Public Works or designated representative and the general supervision of the Mayor.

SUPERVISION EXERCISED: Has direct supervision of all employees assigned to him by the Director of Public Works, the Mayor or their designated representative.

EXAMPLES OF DUTIES:

Directs and coordinates the activities of the Highway Department and Equipment Maintenance Department to assure optimum utilization of personnel and equipment and the accomplishment of projects with a minimum of delay and cost. Reviews the work of operating units for conformance with standards, policies, and statutory provisions, and consults with subordinate supervisors on administrative and operating matters. Analyzes operating procedures, practices, and statistics with objective of increasing productivity through organizational restructuring, more effective use of personnel and improved work methods. Develops the department’s annual budget proposal and administers the approved budget. Assures safe work practices. Oversees waste transfer station operations. Performs related work as required.
CITY OF SHELTON JOB POSTING 12272019
Highways and Bridges Department
Job Title: HIGHWAY MAINTENANCE SUPERINTENDENT
Salary: $94,890 – $112,965

KNOWLEDGE, SKILL AND ABILITY: Considerable knowledge of the principles and practices of public administration as applied to a highway maintenance operation. Considerable knowledge of the principles and practices of highway construction and maintenance, street cleaning, snow removal and equipment fleet operation. Considerable ability to plan, coordinate, and direct medium size labor operations, and to lay out and supervise the activities involved in the operation of a highway maintenance function. Good ability to establish and maintain effective working relationships with the City Administration, superiors, subordinates, contractors, officials of other agencies 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.

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

SPECIAL REQUIREMENTS. A bachelor’s degree from a recognized college or university in civil engineering or a related field plus four years of progressively responsible public works or road construction experience including at least one year in a supervisory capacity, or an associate’s degree from a recognized college or university in civil engineering or a related field plus six years or progressively responsible public work or road construction experience including at least two years in a supervisory capacity, or an equivalent combination of education and qualifying experience substituting on a year-for-year basis.

A valid Connecticut Class B (CDL) license. Availability to report for or continue to work extended hours during weather emergencies or other unusual circumstances. Submit to random drug testing as required.

PROBATIONARY PERIOD: Six (6) Months.

JOB CLASSIFICATION: This position is subject to the terms and conditions of the Collective Bargaining Agreement between the City of Shelton and United Public Service Employees Union (UPSEU), International Union of Journeymen & Allied Trades (IUJAT). Current job classification per the contract is 5 and the wage rate is $94,890 – $112,965 for this position.

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.
CITY OF SHELTON JOB POSTING 12272019
Highways and Bridges Department
Job Title: HIGHWAY MAINTENANCE SUPERINTENDENT
Salary: $94,890 – $112,965

APPLICATION CLOSING DATE: Applications will be accepted through 5:30 p.m. Friday, January 17, 2020, at Shelton City Hall, Human Resources Office on the first floor of 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. Pursuant to Article VII of the Merit System, the qualified candidates will be invited to participate in an oral panel test. A score of the oral test 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 promote. Pursuant to Article VII, this position shall be a promotional examination.

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: HIGHWAY MAINTENANCE SUPERINTENDENT

GENERAL DESCRIPTION:
This is a very responsible highway maintenance work involving the administration and direction of the Highways and Bridges Department and the Equipment Maintenance Department.

Work involves responsibility for coordinating operations of work crews, ensuring their activities are adequately staffed and supervised, and for planning improvement of the department’s operations. Duties include budget development and execution, operational review and analysis, improvements implementation and the coordination of activities with other government units. This position also has the responsibility for making difficult maintenance and construction decisions in accordance with well-established technical practices. The work requires that the employee have thorough knowledge, skill and ability in all phases of highway construction and repair.

SUPERVISION RECEIVED:
Works under the general direction of the Director of Public Works 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, Highways and Bridges and Equipment Maintenance Department administrative staff, employees, mechanics and part time employees.

EXAMPLES OF DUTIES:

- Directs and coordinates the activities of the Highway Department and Equipment Maintenance Department to assure optimum utilization of personnel and equipment and the accomplishment of projects with a minimum of delay and cost.
- Reviews the work of operating units for conformance with standards, policies, and statutory provisions, and consults with subordinate supervisors on administrative and operating matters.
- Analyzes operating procedures, practices, and statistics with objective of increasing productivity through organizational restructuring, more effective use of personnel and improved work methods.
- Develops the department’s annual budget proposal and administers the approved budget.
- Counsels employees and supervises training
- Administers union contract language, oral and written warnings and suspensions, recommends higher level discipline, interviews job candidates and recommends selection.
CITY OF SHELTON

HIGHWAYS AND BRIDGES

JOB DESCRIPTION

TITLE: HIGHWAY MAINTENANCE SUPERINTENDENT

- Reviews employee performance evaluation and reclassification requests and makes recommendations.
- Assures safe work practices.
- Oversees waste transfer station operations.
- Oversees the licensing and billing procedures for solid waste haulers operating within the city.
- 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 principles and practices of public administration as applied to a highway maintenance operation.
- Considerable knowledge of the principles and practices of highway construction and maintenance, street cleaning, snow removal and equipment fleet operation.
- Considerable ability to plan, coordinate, and direct medium size labor operations, and to lay out and supervise the activities involved in the operation of a highway maintenance function.
- Good ability to write clear and concise reports and correspondence.
- Good ability to establish and maintain effective working relationships with the City Administration, superiors, subordinates, contractors, officials of other agencies 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.
QUALIFICATIONS:
A bachelor’s degree from a recognized college or university in civil engineering or a related field plus four years of progressively responsible public works or road construction experience including at least one year in a supervisory capacity, or an associate’s degree from a recognized college or university in civil engineering or a related field plus six years or progressively responsible public work or road construction experience including at least two years 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 Connecticut Class A 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.