



Job Description

Position: Highway Supervisor
Primary Location: Highway Dept.
Employment Status: Full-time, Salaried, Exempt
Reports To: Highway Surveyor
Description Updated On: November 9, 2021

Summary/Objective

The Highway Supervisor, under the direction of the Highway Surveyor, oversees the daily operation of the Highway department. This involves coordinating projects, ensuring safety standards are met, and supervising daily activities. The employee is responsible for the supervision of both full and part time employees.

Essential Functions

- Schedules and advises Highway crews and outside contractors on day to day work and projects.
- Oversees work performed by Highway crews and outside contractors.
- Orders materials and supplies as needed for projects.
- Works with contractors to make sure work is compliant with specification and codes.
- Checks work orders and road opening permits for completeness and quality.
- Ensures all safety measures are followed for all workers.
- Stays apprised of and oversees repairs and maintenance of equipment.
- Keeps daily records of work.
- Ensures authorized transactions are within appropriated budget.

Required Qualifications, Education, and Experience

High School Diploma or equivalent with a minimum of seven years (7) in Public Works and a general construction related field or an equivalent combination of education and experience which provides the knowledge, skills, and abilities to perform the essential functions of the position. Must have experience supervising workers.

Preferred Qualifications

CDL Class A or B license with air brake endorsement.

Massachusetts Hoisting engineers License 2A, 4E, 4G and a valid Department of Transportation (DOT) medical card is preferred.

Knowledge, Skills & Abilities

- Must possess a broad range of construction equipment knowledge and experience; understands Dig Safe procedures and markings.
- Knowledge of the maintenance of the Highway Department, general methods and techniques of road construction and maintenance, vehicles, equipment, and tools utilized by the Highway Department;

basic knowledge of the MS4 Storm Water Permit, and hazards and safety precautions pertaining to department operations.

- Must possess computer skills in Word and Excel; have math and recordkeeping, skills, and have proficient written and oral communication skills in addition to effective problem solving and analytical skills.
- Ability to:
 - Train staff members;
 - Read plans and blueprints;
 - Communicate effectively with diverse groups of managers, employees, contractors, vendors and the general public;
 - Organize projects and plan schedules;
 - Understand and implement applicable department regulations and procedures

Physical and Mental Job Requirements

- Some physical demands are required to perform the functions of the job; work effort principally involves sitting to perform tasks, with intermittent periods of stooping, walking, and standing. There may also be some occasional lifting of objects 30 to 60 lbs. During weather related conditions the number of work hours required and lack of sleep can adversely affect the employee as can snow, cold, heat, rain, water, and dangerous driving conditions.
- Mental requirements:
 - Understand and apply routine verbal and/or written instructions
 - Understand and apply non-routine verbal and/or written instructions
 - Organize actions to complete sequential and/or routine tasks
 - Organize and prioritize individual work schedule to manage multiple tasks and/or projects
 - Organize and prioritize the work schedules of others to manage multiple tasks and/or projects
 - Make decisions that have an impact on the individual's work
 - Make decisions that have an impact on the immediate work unit's operations and/or services
 - Make decisions that have significant impact on a department's credibility, operations, and/or services
 - Communicate and exchange routine/basic information
 - Communicate and explain a variety of information
 - Memorization/concentration
 - Learning/knowledge retention
 - Preparing/analyzing numerical figures
 - Emotional/behavioral self- regulation
 - Interacting with residents, contractors, other departments, and the general public

Work Environment

- The functions of this role are conducted primarily in a field environment. The employees spends most of their time traveling from work site to work site and is exposed to the weather and frequently must perform in adverse conditions.

Hours of Work

- This role is paid on a salaried basis.
- Typically, full-time salaried employees work 40 hours during a Monday through Friday workweek. However, this is a salaried position, and the individual is expected to work as required during weather emergencies to complete the duties of the position. This may mean hours beyond 40

per week are required.

AAP/EEO Statement

The Town of Milford is committed to a firm policy in favor of equal employment opportunity and will abide by all applicable state and federal regulations by not discriminating against any applicant or employee on the basis of race, religion, color, creed, sex, age, national origin, citizenship status, marital status, sexual orientation, gender identity and expression, disability or veteran status. Our commitment to equal employment opportunities shall include employment, upgrading, promotion, demotion, transfer, leaves or other absences from work, layoff, compensation and benefits, selection for training or other education, professional opportunities, and conflict resolution.

It is also the policy of the Town of Milford to take affirmative action to employ and to advance in employment, all persons regardless of their status as women, minorities or individuals with disabilities or protected veterans, and to base all employment decisions only on valid job requirements.

Please inform us of any necessary accommodations required during the application process and/or at any time during employment.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

Signatures

Employee signature below constitutes employee's understanding of the requirements, essential functions, and duties of the position.

Employee_____ Date_____

Hiring Manager_____ Date_____