

Town of Scotland, CT
Road Supervisor
Job Description

Job Title: **Road Supervisor**

FLSA: Exempt Non-Exempt

Job Desc. Effective Date: 1-6-11

Job Desc. Last Review Date: 1-6-11

Job Desc. Approved By: **Scotland BOS** Date: January 6, 2011

This position is: **Performed by the First Selectman**

POSITION SUMMARY

This position is responsible for oversight of the Highway Department.

JOB DUTIES

1. Develop and update the Five (5) Year Road Plan.
2. Make decisions regarding bridge work, road construction, chip sealing and repaving.
3. Seek proposals and negotiate contracts with engineering firms and road construction contractors.
4. Authorize designs and specifications for road and bridge work.
5. Authorize purchase and replacement of large/capital Highway Department equipment.
6. Supervise the Road Foreman.
7. Approve Driveway Permits.
8. Work with the Road Foreman to develop medium and long range plans and priorities for the Highway Department.
9. Monitor roads during storms and authorize overtime for the road crew.
10. Work with Road Foreman to implement best practices for Risk Management.

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.

SUPERVISION GIVEN

Town Road Foreman.

SUPERVISION RECEIVED

This position is performed by the First Selectman, and receives supervision from the Board of Selectmen.

QUALIFICATIONS

1. Considerable knowledge of the methods, techniques, materials, and equipment necessary in the care and maintenance of highways and highway construction practices.
2. Ability to assign, train, supervise and evaluate employees.
3. Considerable skill in safe operation of dump trucks, snow plows, and a variety of other highway maintenance vehicles.
4. Ability to plan and problem solve decisions concerning road and equipment maintenance.
5. Ability to communicate effectively, orally and in writing.

TOOLS AND EQUIPMENT USED

1. Heavy trucks and other road maintenance equipment.
2. Office equipment.
3. Two Way Radio

PHYSICAL DEMANDS

1. Ability to drive in stormy conditions.
2. Ability to stand, sit, walk, hear, talk, stoop, crouch and balance.
3. Must have good acuity for close and distance vision; depth perception, peripheral vision and the ability to adjust focus.
4. Ability to work under stress from demanding deadlines and/or changing priorities and/or conditions.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK ENVIRONMENT

1. Typical office setting.
2. This job requires some outdoor work in various weather conditions.
3. Occasional exposure to loud noise and vibration.

HOURS

The hours of this position are sporadic and intermittent.

COMPENSATION

1. This is a salaried position; salary is determined by the BOS.
2. Any travel required is compensated at the prevailing IRS rate.
3. The Pay period is bi-weekly.
4. There are no benefits associated with this position.

The Town of Scotland is an equal opportunity employer

Employment with the Town of Scotland is “at will.” The Town does not offer tenured or guaranteed employment. Either the Town or the employee may terminate the employment relationship at any time, with or without cause; with or without notice.