



**Town of Savoy  
Massachusetts 01256**

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**Position Title: HIGHWAY SUPERINTENDENT**

Elected

Appointed Term

Hired

**Reports To Select Board**

- **As an employee, elected or appointed position for the Town of Savoy, your primary duty is to its residents. Interaction with town folks must be professional and of high-quality service.**
- **Successful operation of our small Town is dependent on a culture of transparency, collaboration and integrity and focus on doing what's right for each other, our residents and the Town.**
- **Confidentiality is mandatory with zero tolerance for violations.**

**Position Definition / Job Purpose** Performs and discharges work duties of the Highway Department; Plans, evaluates, organizes, directs and controls all functions and activities of the department to include highway maintenance and construction, roads, snow and ice removal, vehicle maintenance, cemetery maintenance. Works independently, formulate short term, seasonal and long-range plans. Consults with the Select Board and Finance Committee on issues involving significant changes in service or staffing levels, major disciplinary problems or long-range strategy considerations requiring budget planning and appropriation.

**Main Responsibilities / Essential Functions / Duties and Responsibilities: (List)**

- Oversees the day-to-day operations in the highway Department, supervising personnel, scheduling of work and assigning jobs
- Responsible for the preparation and justification of an annual departmental budget. Operates the department within budgetary constraints, responsible for the requisition, purchase, maintenance of equipment and supplies
- Responsible for the preparation and submission of paperwork to be eligible for state and federal funding and grants (i.e. Chapter 90, FEMA, etc.)

- Performs administrative duties for the department including payroll, accounts payable, progress reports for State chapter 90 funds, maintenance of department records and preparation of periodic reports as required, develop and recommend department
- Prepares recommendations and plans for the improvement of highway equipment and facilities. Plans and develops specifications for equipment needed and arranging purchase of same with the equipment acquisition process. Develops and administers a preventive maintenance program for the department's fleet and other associated equipment.
- Develops and coordinates safety programs for all highway personnel
- Supervises snow and ice control operations to include procuring materials, spreading salt, plowing, hiring / directing contractors, and maintaining inventory of salt, sand, and snow removal equipment
- Attends meetings of the Board of Selectmen as needed; formulate, develop and recommend departmental policies, projects and procedures; implement and administer policies and directives made by Selectmen.
- Receives and investigates complaints regarding departmental activities and responsibilities. Take corrective action as may be appropriate. Devises new procedures when warranted.

**Qualifications** High School graduation or equivalent and minimum five years' experience in related highway and / or DPW experience; Mass Commercial Driver's License (CDL) Class B; Mass Hoisting Engineer with 2A / 1C and 4G Endorsements, DOT physical card; ability to perform basic computer related activities. Ability to perform highly responsible work requiring the exercise of considerable independent judgment in the planning, direction, and control of the operation and maintenance of highway infrastructure for the Town of Savoy.

**Work Environment:** Can vary dramatically and include being exposed to very hot, cold or stormy weather for extended periods of time. Noise and physical surroundings may be distracting, and a level of alertness is required for personal safety.

**Physical Requirements:** Ability to lift objects weighting as much as 50 pounds; ability to operate tools and equipment.

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