



**The Town of Newport** is currently accepting applications for a full-time **Highway Superintendent**. This position performs highly responsible supervisory and technical work in directing the operations of the Highway Department. This position is also responsible for overseeing and coordinating activities of employees engaged in a variety of public works projects, including the construction, maintenance and repair of streets, sidewalks and bridges. Functions as a working supervisor.

**Minimum qualifications:** Knowledge of the methods, materials and equipment used in construction, maintenance and repair of street surfaces, curbs, and drainage structures. Knowledge of administrative practices and procedures as related to Highway Department management. Knowledge of current State and Federal regulations, sources of information, trends and developments in highway administration. High School Diploma; Associate Degree or Master Road Scholar desirable; five years' experience as a skilled worker in the public works field in highway construction and maintenance, including three years in a supervisory capacity; or an equivalent combination of education and experience. Must possess a valid NH driver's license, CDL-B. Salary \$22.48 - \$30.35 DOQ.

To apply, please submit an application to: Todd Cartier, Public Works Director, 15 Sunapee Street, Newport, NH 03773 or [tcartier@newportnh.gov](mailto:tcartier@newportnh.gov). Applications may be obtained at the Town's website ([www.newportnh.gov](http://www.newportnh.gov)). Interested candidates should review the full job description available on our website.

**The Town of Newport is an Equal Opportunity Employer.**

**Position Purpose:**

Performs highly responsible supervisory and technical work in directing the operations of the Highway Department. Responsible for overseeing and coordinating activities of employees engaged in a variety of public works projects, including the construction, maintenance and repair of streets, sidewalks and bridges. Functions as a working supervisor. Performs all other related work as required.

**Essential Functions:**

*(The essential functions, or duties listed below 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.)*

- Plans, organizes, directs and coordinates the activities of the Highway Department; confers with the Public Works Director when determining plans and policies to be observed in the conduct of public works operations; keeps Public Works Director apprised of unusual problems or delays.
- Reviews and establishes street expansion programs; makes recommendations to Public Works Director regarding capital purchases for Department.
- Meets with contractors and Federal and State agency officials to discuss current and proposed work, work problems and work procedures.
- Plans, prepares and administers annual budget for all operating costs, equipment purchases, and construction and maintenance projects.
- Reviews and establishes street expansion programs; makes recommendations to
- /reviews and presents specifications for projects put to public bid by the Department.
- Administers road and bridge improvement contracts prepared by the Public Works Director; monitors project costs; inspects contractor's work in accordance with contracts.
- Supervises and coordinates the activities of workers at various locations, performing such duties as snow clean-up and removal, street sweeping, constructing and repairing roads, curbs, and sidewalks; bridge maintenance; and performing preventative maintenance on equipment.
- Oversees private contractors hired to assist in completion of Department projects.
- Schedules and approves employees' leave requests; evaluates performance of subordinates; selects, dismisses, and disciplines employees subject to the approval of the Public Works Director.
- Assigns work, equipment and manpower according to project as needed.
- Modifies methods, procedures and priorities to meet changing conditions; determines materials and equipment needed to complete the job.
- Receives and investigates complaints of residents regarding tree removal and repair, broken sidewalks, bad road conditions, dirty streets, and street sign replacement; dispatches crews as warranted.
- Reviews subdivision plans for conformance with Town ordinances.
- Inspects roads, structures, and bridges for proper conditions.
- Operates equipment and performs all duties of subordinates as needed, including snow removal.
- Performs similar or related work as required, directed or as situation dictates.

**Recommended Minimum Qualifications:****Education, Training and Experience:**

High School Diploma; Associate Degree or Master Road Scholar desirable; five years' experience as a skilled worker in the public works field in highway construction and maintenance, including three years in a supervisory capacity; or an equivalent combination of education and experience. Must possess a valid NH driver's license, CDL-B.

**Knowledge, Ability and Skill:**

*Knowledge:* Knowledge of the methods, materials and equipment used in construction, maintenance and repair of street surfaces, curbs, and drainage structures. Knowledge of administrative practices and procedures as related to Highway Department management. Knowledge of current State and Federal regulations, sources of information, trends, and developments in highway administration. Knowledge of hazards and safety precautions common to machinery and equipment required in street management. Knowledge of the principles of engineering as they apply to public works construction projects and knowledge of contract administration.

*Ability:* Ability to read and interpret blueprints, work orders and plans. Ability to plan for municipal needs. Ability to delegate and distribute personnel. Ability to direct, coordinate and review the work of subordinates. Ability to establish and maintain effective working relationships with Town Officials, employees, officials of other governmental jurisdictions, consultants, contracts and the public. Ability to express ideas effectively orally and in writing. Ability to use computers and software, including spreadsheet programs.

*Skills:* Skill in the use and care of tools employed in the department. Skill in operating and maintaining department machinery. Moderate skill in the use of the computer and applications such as Microsoft Office, work order data base and the internet.

**Physical Requirements:**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Minimal physical effort generally required for work involved in the office. While performing the duties of this job, the employee is frequently required to hear, smell, stand, walk, bend/stoop, lift, and drive motorized equipment. The majority of work is done outdoors. The work requires strenuous physical exertion including the occasional lifting of objects of up to 60 pounds. Requires good vision and the application of significant manual dexterity in combination with eye-hand coordination to use hand/power tools and operate equipment.

**Supervision:**

*Supervision Scope:* Performs various duties of a responsible complex nature following acceptable standards of quality and performance; requires independent judgment in determining methods of completion and carrying out assignments.

*Supervision Received:* Works under the general supervision of the Public Works Director.

*Supervision Given:* Supervises Laborers, Drivers and Operators.

**Job Environment:**

- Work is performed in an office and outdoors with exposure to variable outdoor weather conditions and hazards associated with public works operations and other emergencies; Work environment is very loud. On call 24 hours to meet emergency situations.
- Regularly operates heavy and light trucks, heavy equipment, pneumatic tools, power and hand tools, computer, telephone, and standard office machines.
- Makes frequent contact with town departments, contractors, and the public. Contacts are in person, by telephone, email and through correspondence.
- Errors could result in delay or loss of services, personal injury/loss and injury to other employees, damage to buildings and equipment, and cause significant monetary loss and/or legal repercussions.

*This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*