



POSITION AVAILABLE

Public Works Department – DPW Supervisor

Public Works Department Town of Colchester

Responsibilities – The Town of Colchester is seeking a full-time DPW Supervisor for the Public Works Department. The selected individual will participate in snow and ice control activities and in all phases of maintenance and improvements on Town roads and facilities during normal operating hours and overtime as necessary, in order to address natural or man-made emergencies. The selected individual will report to the Public Works Director of Operations and Public Works Director and shall supervise other Maintainers within the Public Works Department. Qualifications include, but are not limited to, a thorough knowledge of tools, equipment, and work methods and practices used in the general maintenance and improvement of public highways and athletic fields, ability to operate, service, and make minor repairs on light and heavy duty construction and maintenance equipment. The DPW Supervisor performs a wide variety of skilled and semi-skilled labor tasks relative to the maintenance of Town roadway infrastructure, parks, grounds, and buildings. The selected individual must possess a valid Connecticut Class A operator's license with Tank Endorsement, have passed CDL testing, and possess suitable supervisory skills. Reference is made to the job description of the position for more detailed information.

Closing Date – Qualified individuals should submit a completed Town of Colchester application with a resume to the First Selectman's office, 127 Norwich Avenue, Colchester, Connecticut 06415 by Friday, May 14, 2021 at 4:30 p.m. Requests for job descriptions can be made at the Selectman's office. The Town of Colchester is an Equal Opportunity Employer.

Posted April 22, 2021

JOB DESCRIPTION

Job Title: DPW Supervisor

Department: Public Works

Classification: Full-time; hourly; non-exempt

Reports to: Public Works Director of Operations

Supervises: Seasonal Employees, Maintainer I, II, or III. May act as the department supervisor during periods of absence of the Director of Operations.

Union/Essential

Reviewed: March, 2021

SUMMARY

Performs a wide variety of skilled labor tasks to carry out the duty of maintaining and improving Town of Colchester highway infrastructure and to the maintenance of vehicles and equipment, and all town and school buildings and grounds of the Town of Colchester. Assist the Director of Operations and Public Works Director prepare procedures, policies, and training programs for Public Works personnel. Available to perform/assist as needed for natural or man-made emergencies. All positions shall participate in snow and ice control activities on Town roads and facilities and in other natural or man-made emergencies. All positions shall, through cross-training, meet minimum duty standards such that a basic core level of service can be provided by every staff member regardless of their primary department. This position may supervise, Seasonal Employees, Maintainer I, Maintainer II, or Maintainer III. May act as the department supervisor during periods of absence of the Director of Operations.

QUALIFICATIONS, KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

- Possession of a valid driver's license, with Class A CDL with tank endorsement.
- Not less than seven (7) years progressive employment in the construction and maintenance field or an allied field, or an equivalent combination of experience and training which provides the required knowledge, skills, and abilities.
- NIMS trained or the ability to be NIMS trained.
- High school diploma or equivalency.
- Must possess knowledge of the operation of backhoe, loader, dump/plow truck, pick-up/plow truck, skid steer, grounds mower, tractor, and various hand operated equipment (e.g., chain saw, snow blower, trimmer, leaf blower, push mower, line painter)
- Must have the ability to perform routine service and minor maintenance on department equipment including but not limited to washing, adjusting, changing oil and filters, greasing, checking fluids, hoses, wiper blades, lights, and tires.

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PHYSICAL REQUIREMENTS WITH OR WITHOUT A REASONABLE ACCOMMODATION

- Ability to work in limited access areas, crawl on knees, carry equipment or materials up to approximately 75 pounds and on occasion up to approximately 100 pounds.
- Ability to meet the physical requirements of the job and perform the essential functions of the job with or without reasonable accommodations.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

All duties identified at the Maintainer III level plus the following illustrative and non-exhaustive list of duties:

- Supervise the work crew to carry out specific work assignments.
- May operate, or train others to operate, heavy equipment including road sweeper, loader, backhoe, road grader, roadside mower, 20-ton tag-along trailer, or other equipment as may be owned by the Town from time to time.
- May operate or train others to operate, light equipment including chain saw, brush cutter, jack hammer, paving box, power saw, lawn mowers, roller, or other equipment as may be owned by the Town from time to time.
- May perform, or train to perform, highly skilled labor including building catch basins, pipe laying, grade setting, transit, tree cutting, or other construction work.
- Supervise, train, and evaluate full-time and seasonal employees and volunteers, as well as court-mandated service.
- Coordinate athletic field maintenance needs with appropriate school and town staff and ensure compliance with requirements of each.
- In conjunction with the Director, plan, schedule and oversee day-to-day assignments of crew.
- Inspect and approve completed work, as appropriate and necessary.
- Inspect grounds, buildings and equipment for safety and efficiency and report all deficiencies.
- Communicate with Director on daily basis regarding crew and accomplishments.
- Make recommendations for annual department budget, including specifying & purchasing of materials and supplies.

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- Work with Director to develop long-term plans for roadway and grounds maintenance and projects.
- With Director, develop and implement a systematic plan for the care of parks, playgrounds, and equipment, as well as turf, shrubs, and trees, including the use of herbicides and pesticides for all municipal properties.
- Comply with Town of Colchester Personnel Policies.

KEY COMPETENCIES

- A thorough knowledge of tools, equipment, materials, and work methods and practices used in the general maintenance and improvement of public highways, parks, athletic fields, and buildings.
- Ability to read and understand plans and specifications, establish benchmarks, and use elevations throughout a project, to organize and perform work in an efficient manner, and to complete work in substantial conformance with the construction documents.
- Ability to safely and legally operate vehicles and equipment used in assigned duties and to service and make minor repairs on light and heavy-duty highway and construction equipment.
- Ability to work effectively with others.
- A thorough knowledge of safety practices and requirements associated with construction activities, operation and maintenance of vehicles and construction and hand operated equipment.
- Ability to assign, supervise, and review the work of a crew, proven management/supervisory skills.
- Computer literate.
- Outstanding customer services skills, including ability to receive criticism and respond in a professional manner.
- Good written and verbal communication skills.
- Ability to manage time effectively.
- Ability to work well independently and follow instructions.
- Ability to work effectively and as a team with others.

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WORK ENVIRONMENT

- It is the policy of the Town of Colchester to provide a safe and healthy workplace for all employees. The Town of Colchester is committed to reducing and controlling the frequency and severity of work-related accidents. It is the responsibility of every employee to report all accidents, incidents, and occupational illnesses, as well as any perceived hazardous conditions. While performing the duties of employment, it is the employee's responsibility to work in a safe and responsible manner. This includes following both OSHA and Town of Colchester safety policies.
- While performing the duties of this job, the employee is required to work in outside weather conditions. The noise level in the work environment is usually moderate.
- A physical and medical examination is a condition of employment after hire.

SCHEDULE

Hourly/full-time plus overtime as assigned/required.