



# TOWN OF MANCHESTER



## POSITION AVAILABLE

### FIELD SERVICES SUPERINTENDENT Vacancy in Public Works Department 37.5 hours/week, Monday - Friday \$100,000 - \$120,000/Annually

**Open until filled; First Review of Applications: September 16, 2024**

**SUMMARY OF POSITION:** Under general direction of the Director of Public Works, supervises and participates in the daily operation of the Highway, Fleet, Parks and Cemetery Divisions. Provides administrative and technical consultation to Town departments, boards and commissions.

**DESIRABLE KNOWLEDGE AND SKILLS:** Knowledge of the principles (methods) and practices of public works procedures including the maintenance, repair and construction of streets, storm sewers and of equipment. Knowledge of equipment used in construction and maintenance practices, as well as applicable laws, regulations and ordinances. Knowledge of regulations and/or permitting requirements related to stormwater, NPDES, OSHA and construction site management. Knowledge and related skills relevant to the operation, maintenance and administration of public parks, playgrounds and municipal facilities, property and equipment. Knowledge of the operation and repair of heavy vehicles and construction equipment. Knowledge of safety requirements in public works labor operations. Ability to use a personal computer for purposes of data analysis and report preparation. Knowledge of management practices as they relate to public works functions. Ability to plan and supervise the work of a large group of supervisory and other personnel in performing a variety of public works tasks under diverse operating conditions in a union environment. Ability to establish and maintain effective working relationships with subordinates, public officials, contractors, vendors, and the public. Ability to communicate effectively, both orally and in writing.

**MINIMUM QUALIFICATIONS:** Bachelor’s degree in Business Administration, Public Administration, Construction Management, Civil Engineering, or closely related field of study. Minimum four (4) years of progressively responsible experience supervising public works functions, including fleet, highway, or parks. Additional relevant experience may be substituted for college education on a year-for-year basis. Must hold valid Connecticut motor vehicle operator’s license.

**EXAMINATION MAY CONSIST OF:**

<u>Parts</u>	<u>Weight</u>	<u>Passing Score</u>
Oral Examination	100%	80%

Applications and job descriptions are available on our website at: <https://www.manchesterct.gov/Employment-Opportunities>. Applications will be accepted until the position is filled. **No faxed or e-mailed resumes and/or applications will be accepted.**

The Town of Manchester shall not discriminate based on race, color, creed, age, sex, national origin, physical disability or sexual orientation. The Human Resources Department provides reasonable accommodation to persons with disabilities in accordance with the Americans with Disabilities Act (ADA). If you need an accommodation in the application or testing process, please contact the Human Resources Department.

The Town of Manchester is an equal opportunity employer and encourages applications from women, men, minorities, veterans and people with disabilities.

*The above posting is intended as a guide for personnel actions and must not be taken as a complete description of the position or the process.*

**Town of Manchester**  
**Position Guide**  
**Field Services Superintendent**  
**Full time; 37.5 hours/week**  
**\$100,000 - \$120,000/Annually**

**Duties**

Under general direction of the Director of Public Works, supervises and participates in the daily operation of the Highway, Fleet, Parks and Cemetery Divisions. Provides administrative and technical consultation to Town departments, boards and commissions.

- Plans, coordinates and supervises all field activities in public works, including streets and roads, parks and grounds, cemeteries, stormwater drainage and equipment repair.
- Performs a variety of administrative tasks including directing various division programs, monitoring program performance, preparing program reports and authorizing monitoring expenditures.
- Manages, directs and monitors work force productivity and quality of work performed. Implements controls to assure cost effective attainment of goals. Promotes constructive employee relations, enforces work rules, and assures all operating and maintenance procedures/practices are current, adhered to, productive and cost effective.
- Assigns and supervises the work of subordinates; operates in accordance with labor contracts.
- Prepares an annual operating budget, including manpower planning and capital improvements. Establishes and documents the division's annual purchase requirements, including vehicles, equipment, materials and related resources.
- Plans and organizes the maintenance of parks, athletic fields, cemeteries and the grounds of Town buildings.
- Plans fleet replacement program for all Town and Board of Education vehicles and equipment.
- Plans and organizes the maintenance and repair of streets and storm sewers, including cleaning, patching, resurfacing and repairing streets, curbs, gutters and storm sewers. Plans and organizes programs of leaf collection, snow removal and ice control.
- Plans and organizes the fleet repair and preventive maintenance operations at multiple sites serving both emergency and non-emergency motor vehicle and equipment needs.
- Prepares bid specifications for contractor services, capital projects and commodity purchases.
- Plans and prioritizes long and short-term workload objectives and assesses temporary/seasonal work force requirements.
- Administers statutory provisions relating to the care and removal of trees on public grounds and supervises tree trimming, planting and cutting activities as defined by the Town's designated Tree Warden
- Assists other Departments/Divisions including Board of Education, with infrastructure needs as required.
- Provides assistance as required in negotiating collective bargaining agreements.
- May hear and make recommendations on grievances filed by employees within his/her division.
- May oversee training and development programs for public works employees.
- Performs other duties as assigned.
- Coordinates closely with Recreation Department to meet user needs for parks and athletic facilities.

### **Desirable Knowledge, Skills, and Abilities**

- Knowledge of the principles (methods) and practices of public works procedures including the maintenance, repair and construction of streets, storm sewers and of equipment.
- Knowledge of equipment used in construction and maintenance practices, as well as applicable laws, regulations and ordinances.
- Knowledge of regulations and/or permitting requirements related to stormwater, NPDES, OSHA and construction site management.
- Knowledge and related skills relevant to the operation, maintenance and administration of public parks, playgrounds and municipal facilities, property and equipment.
- Knowledge of the operation and repair of heavy vehicles and construction equipment.
- Knowledge of safety requirements in public works labor operations.
- Ability to use a personal computer for purposes of data analysis and report preparation.
- Knowledge of management practices as they relate to public works functions.
- Ability to plan and supervise the work of a large group of supervisory and other personnel in performing a variety of public works tasks under diverse operating conditions.
- Ability to establish and maintain effective working relationships with subordinates, public officials, contractors, vendors, and the public.
- Ability to communicate effectively, both orally and in writing.

### **Physical and Mental Effort/Environmental and Working Conditions**

Must be mobile, able to push/pull/lift objects of more than 50 pounds, and able to sit for prolonged periods. Able to perform moderately difficult manipulative skills and skills which require hand-eye coordination, such as shifting gears on a vehicle; tasks which require arm-hand steadiness such as climbing a ladder. Able to stand and/or remain in uncomfortable positions for long periods.

Must be able to see objects closely, as in typing a report and far away, as in driving; hear normal sounds with some background noise, distinguish voice patterns and communicate through human speech, as in answering a telephone.

Must be able to concentrate on fine detail with constant interruption, attend to task for 60 minutes or more, remember multiple tasks given to self and others over long periods, and understand the theories behind several related concepts.

Must be able to work in a professional manner with co-workers, customers and the public at large.

May be exposed to hazardous wastes or chemicals; high, low or fluctuating temperatures; humidity or wetness; seasonal outdoor weather; grease, oil or dust; toxins, cytotoxins or poisonous substances; electrical hazards and burns; bodily injuries; loud or unpleasant noises.

### **Minimum Training and Experience**

Bachelor's degree in Business Administration, Public Administration, Construction Management, Civil Engineering or a closely related field of study. Minimum four (4) years of progressively responsible experience supervising public works functions, including fleet and/or highway. Additional relevant experience may be substituted for college education on a year-for-year basis. Must hold valid Connecticut motor vehicle operator's license