



TOWN OF MANCHESTER, CT DEPT. OF PUBLIC WORKS

# FIELD SERVICES SUPERINTENDENT

Open Until Filled:

First Review of Applications: September 16, 2024

To apply, please visit: [manchesterct.gov/jobs](https://manchesterct.gov/jobs)

# THE COMMUNITY

Located east of the river in Hartford County, Manchester had its roots in the textile industry in the 19th century. Today, Manchester is a vibrant and diverse community with the largest retail district in the State in its north end, and a charming & re-emerging downtown at its heart. Its location, at the crossroads of several major interstates and proximity to Hartford, makes it a convenient location to work and live. Manchester's array of public services reflect a set of values shared by its residents and leaders committed to bringing Manchester into the 21st century as an up-and-coming community that cares about its residents, its children, its schools and parks, its roads and utilities, and its health and safety. The Town is currently undergoing a large-scale modernization and reorganizing of its school buildings to meet the highest educational standards for its students. Continuing investment in its beautiful public spaces aims to define Manchester as a true New England treasure, and the Town is taking great strides to cement its commitment to diversity, equity and inclusion, and is dedicated to serving all of its residents of all backgrounds and walks of life.



# NATURE OF WORK

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.

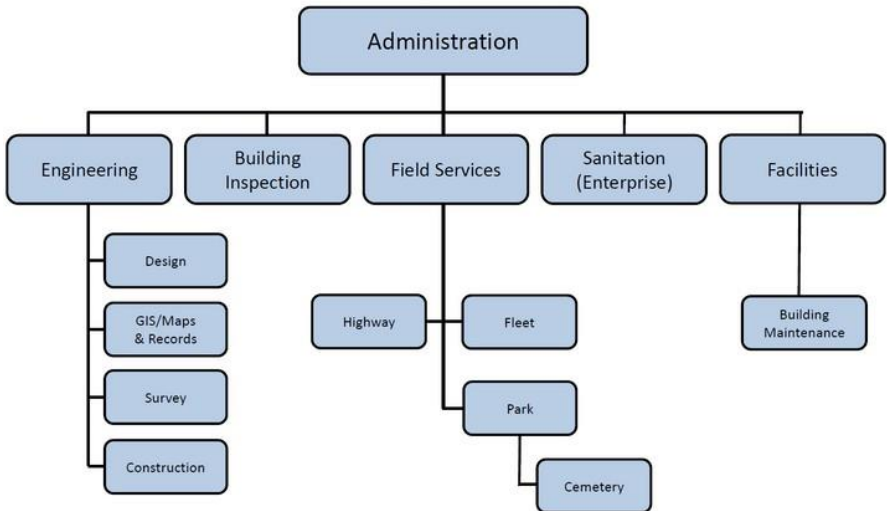
## ESSENTIAL JOB FUNCTIONS

- ♦ 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.

# ESSENTIAL JOB FUNCTIONS CONT'

- 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.

## Public Works Department





## OTHER FUNCTIONS

- ♦ 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 & 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.



# SALARY

The anticipated salary range for the position is \$100,000-\$120,000 dependent upon qualifications.

The Town of Manchester offers an excellent and comprehensive benefits program including:

- Generous annual leave includes 20 paid days, 14 paid holidays, and separate paid sick leave.
- Health/Dental Insurance including PPO options and HDHP with Town funded H.S.A account
- Section 125 Flexible Benefits Plan
- Paid Life/Long Term Disability Insurance
- 401(a) Defined Contribution Plan with six percent (6%) fully matched Town contribution
- (457) Deferred Comp Savings Plan
- Paid Parental Leave
- Tuition Reimbursement
- Section 529 Qualified Tuition Plan
- Student Loan Repayment Assistance
- This position is eligible to use a Town vehicle for commuter purposes

**MINIMUM TRAINING & EXPERIENCE:** Bachelor's degree in Business Administration, Public Administration, Construction Management or Civil Engineering, or a closely related field of study and at least 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.

**THE ABOVE DESCRIPTION IS ILLUSTRATIVE. IT IS INTENDED AS A GUIDE FOR PERSONNEL ACTIONS AND MUST NOT BE TAKEN AS A COMPLETE ITEMIZATION OF ALL FACETS OF ANY JOB.**

Check out our DYK (Did You Know) Series to learn more about the Public Works Department.

