

VLCT JOB DESCRIPTION TEMPLATE

Highway Supervisor

Guidance: *This template must be tailored to the specific requirements of the position in your municipality. Please read all sections carefully and change, add, or remove wording, including bulleted examples, and fill in blanks to reflect the details that apply to your municipality. Be sure to remove all italicized guidance sections. [Bracketed] words show a choice or option to select or remove as appropriate.*

Conducting an analysis of job functions is a best practice that helps ensure the accuracy of the duties and requirements listed in a job description. There are companies that do this work for a fee. VLCT-PACIF commissioned two such sample analyses by the Vermont firm, Injury and Health Management Solution (IHMS), for a typical Vermont highway position, one in a smaller and one in a larger municipality. These can be found on the VLCT website. Many items in these reports were used to develop this template because we recognize that many Vermont positions require supervisors to work alongside those they supervise.

*Job descriptions should be updated regularly to reflect changes. **However, a collective bargaining agreement (CBA) that requires a specific process for making changes to union positions should be followed carefully.***

HIGHWAY SUPERVISOR

[TOWN/CITY] OF _____

Guidance: *This first section conveys basic information about the job. Include job title (not name) of the supervisor to whom the position reports or Selectboard, if applicable. Add department and pay grade/classification, if applicable. Indicate work hours and be clear about variation/overtime. Set the appropriate expectation by tailoring the wording below.*

FLSA Status: *[Exempt/Non-exempt]*

Full-time ☐ Part-time ☐

Reports To: *[Town Manager/Selectboard]*

Work Hours:

In general, regular work week hours are ____ a.m. to ____ p.m. Monday through Friday. However, hours will vary depending upon weather conditions and the needs of the municipality. Wintry weather conditions *[and certain summer projects]* will require overtime hours. Overtime is likely to exceed 8 hours per day and may often include work on Saturdays or Sundays in winter.

OBJECTIVE/PURPOSE

Guidance: *This section is a short summary (one to three sentences) that expresses why the position exists. Example:*

Under the direction of the *[Selectboard/Town Manager]*, this position is a working supervisor role that plans and oversees all municipal highway operations in order to advance the safe and effective functioning of the highway department, including municipal construction projects and maintenance of municipal roads, sidewalks, vehicles, and equipment.

DUTIES AND RESPONSIBILITIES

Guidance: *This section should list all duties essential to the successful performance of this job. Be specific and use action words and adjectives that communicate how, where, when, how often or why tasks are done. List the job duties in order of importance or amount of time spent. If possible, list the percentage of time spent or use words that describe how often the duty is performed. This will help identify which functions are “essential” vs. which are incidental. (Note that important duties, even if done infrequently, can still be considered essential to a job.) The distinction between essential and incidental is an important judgment to make when complying with Americans with Disabilities Act (ADA) requirements. **Each municipality is unique. Be sure to tailor your list to the specific duties and how they are done in your municipality.** Examples:*

- Leads and supervises all highway maintenance employees.
- Plans, schedules, oversees, and implements all highway maintenance activities.
- Facilitates federally required drug testing requirements for prospective hires and random drug testing of current employees; coordinates scheduling with the “Designated Employer Representative.”
- Provides frequent, timely, and respectful performance feedback to employees and conducts meaningful employee performance reviews, documented in writing, at least annually.
- Prepares annual highway budget for approval by the [Selectboard/Town Manager].
- Advises [Town Manager Selectboard] on capital projects and equipment purchases; researches and prepares bidding specifications.
- Purchases necessary supplies.
- Regularly updates the [Selectboard/Town Manager] on the status of roads, municipal projects, equipment and training needs.
- Works with [Selectboard/Town Manager] to apply for, obtain, and manage grants, including all necessary documentation and recordkeeping.
- Ensures continual weather condition monitoring to evaluate the need for snow and ice removal and other weather related maintenance requirements.
- Tracks the use of materials, applications rates of sand and salt, vehicle maintenance and related records using electronic or other means.
- Operates commercial motor vehicles and other related equipment while performing and overseeing the timely and effective maintenance of all municipal roads and rights of way (ROW).
- Identifies, oversees and performs the timely and effective maintenance and repair of all municipal roads, ROW, and drainage systems.
- Performs and oversees needed manual work such as: shoveling, sign repair and installation, flagging, trash/debris removal, soil/asphalt compaction and all related work.
- Performs and oversees routine maintenance (including washing and cleaning) and minor repairs on municipal trucks and equipment, ensuring that regular oil changes, light bulb replacement, lubrication, tire inflation and other needed maintenance take place to preserve vehicle longevity and ensure safe operation.
- Performs periodic safety inspections of municipal vehicles including: brake system, tires, windshield and wipers, hoses, fluids, tie rods, ball and socket joints, lights, turn signals, etc. to ensure all are in proper operating condition.
- Oversees a neat and orderly storage and work space.
- Ensures staff participation in all safety training offered/sponsored by the municipality.

- Sets example for employees by following safety precautions and procedures at all times, including wearing personal protective equipment (PPE).
- Ensures that all interactions with colleagues, municipal officials and the public are friendly, courteous and helpful.
- Ensures effective response to requests and concerns expressed by the public.
- Responsible for meeting all recordkeeping requirements including: employee timesheets, work logs, vehicle logs, purchase orders and all first reports of injury within 72 hours.
- Complies with all municipal policies and state and federal regulations.
- Performs other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES

Guidance: *This section lists the experience and qualifications needed to do the job. Distinguish between experience truly needed and the ability to learn skills through training and on-the-job learning. Consider that some skills may be transferrable from other experience. To comply with the Americans with Disabilities Act (ADA) and other non-discrimination requirements, be sure that qualifications are truly job-related. Examples:*

- At least ____ year(s) supervisory experience that demonstrates effective supervisory skills including the ability to provide timely constructive feedback.
- At least ____ year(s) experience driving dump trucks and plowing snow as well as one year experience operating heavy equipment is required.
- Must demonstrate excellent judgment, decision making, customer service, and communication skills.
- Must be able to operate municipal trucks while seated for long periods of time.
- Must be able to drive plow truck while working plow controls.
- Requires considerable knowledge of maintenance and repair procedures required for safe equipment operation.
- Requires strong knowledge of safety practices required for gravel pit operations, in accordance with the Mine Safety and Health Administration (MSHA).
- Requires awareness of safe excavation and trenching practices.
- Must anticipate, recognize, communicate and respond to maintenance and repair needs to prevent problems with safety, malfunction or the greater cost of postponed repairs.
- Must demonstrate good judgment and quick reaction time to prevent accidents and respond appropriately in the event of an emergency.
- Must have good peripheral vision, spatial orientation and depth perception for safe driving and equipment operation and accident avoidance.
- Must have ability to withstand exposure to varying weather conditions while exerting physical effort for long shifts.
- Must have ability to climb up and down ladders, limb into and out of large vehicles and heavy equipment safely.
- Must have ability to stand and work over uneven or slippery terrain is required;
- Must have ability to bend/crouch.
- Must be able to read, comprehend and follow written and verbal directions and instructions.
- Must maintain strong safety awareness, problem solving and critical thinking skills.
- Must have ability to maintain composure and interact tactfully with people.

- Must be willing to engage in all required safety and other appropriate training.
- Must be willing to receive and apply constructive feedback.

EDUCATION AND TRAINING

Guidance: *This section indicates the minimum level of education required (ensure that it is realistic and justifiable) as well as the level that would be helpful or preferable in this role. Consider realistic substitutions such as a mix of education and/or experience that might take the place of a specific degree or education level. Indicate any required certifications or licenses that are required or would be helpful. Examples:*

- High school diploma or equivalent required or two years of relevant experience required;
- Valid driver's license and clean driving record are required;
- Valid Commercial Drivers License (CDL) Level A or B required;
- OSHA 10-hour or 30-hour certification required.
- Masters level of the Vermont Local Roads "Road Scholar Program" program is highly desirable.

TOOLS/TECHNOLOGY

Guidance: *List the applicable tools, equipment, machinery, computers, software etc. that are used in this role. Examples:*

- Must safely operate machinery and equipment including but not limited to: plow truck, dump truck, loader, grader, excavator, tractor, street sweeper, roadside mower, chipper, sidewalk plow, compactor, power washer, etc;
- Must safely use hand tools and power tools such as jack hammer and chain saw;
- Must demonstrate computer literacy that includes: email, data entry, basic spreadsheet work, computerized timekeeping, online training, internet searches, etc.
- Ability to quickly learn and effectively use software programs including: [_____].

PHYSICAL AND MENTAL DEMANDS

Guidance: *Describe the physical and mental requirements that must be met to successfully perform this job. Consider the forces that must be applied and objects that are lifted in order to specify the current moving and/or lifting requirements. For positions where driving a Commercial Motor Vehicle (CMV) is required, indicate that the position adheres to all federal drug and alcohol testing requirements as well as motor vehicle violation requirements. For further information, see PACIF's Drug and Alcohol Testing Manual. Examples:*

- Must be able to communicate clearly.
- Must be able to evaluate and solve problems.
- Frequently and repeatedly lifts or moves up to ____ pounds and occasionally lift or move up to ____ pounds.
- Dexterity and visual acuity needed to safely drive and operate manual and power tools.
- Drives a municipal vehicle for prolonged periods of time that include darkness and challenging weather conditions.

- Must be able to go from sedentary driving position to several hours of manual labor and vice versa.
- Physical demands include: constant reaching, frequent walking, prolonged sitting, prolonged standing, frequent climbing up and down, and frequent grasping.
- Must have good vision (with or without corrective lenses), peripheral vision, spatial orientation, and depth perception.
- Must be able to respond immediately to vehicle horns and voice communication.
- Must adhere to all federal drug and alcohol testing requirements for drivers of Commercial Motor Vehicles.

WORK ENVIRONMENT/CONDITIONS

Guidance: *Describe the working environment and work conditions. Include any conditions that may be unusual, unpleasant, or potentially hazardous as well as travel and on-call requirements.*

Examples:

- Most work occurs in trucks, outdoors on municipal roads, or in municipal garage.
- Frequent overtime is required during winter months, with highly variable work schedules, including nights and weekends.
- Exposure to rain, snow, ice, heat, cold, and other extreme weather conditions for long periods.
- Exposure to biting insects, plants, and other wildlife.
- Exposure to moving mechanical parts, roadside danger, loud noise, and vibration.
- Walking/movement occurs over uneven or slippery ground, hillsides, ditches, brooks, etc.
- Weekend and night on-call hours required during winter season.

DISCLAIMERS

- The above information is intended to describe the general nature of this position and is not to be considered a comprehensive statement of duties, activities, responsibilities, and requirements. Additional duties, activities, responsibilities, and requirements may be assigned, with or without notice, at any time.
- This job description is not an employment contract nor is it a promise of work for any specific length of time.

EQUAL EMPLOYMENT OPPORTUNITY

The [Town/City] of _____ is an Equal Employment Opportunity employer.

SIGNATURES

Guidance - *Employees should sign to indicate receipt and understanding of the job description upon hire or promotion into the position and whenever updates occur. The supervisor (usually the Town Manager or Selectboard) should sign to indicate approval.*

Employee Acknowledgement

I have received and understand the requirements, essential functions and duties of this position.

Employee Signature

Date

Supervisor Approval

Supervisor Signature

Date

Selectboard Approval

Selectboard Chair Signature

Date