



Joseph C. Sullivan, Mayor

Human Resources Department

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JOB POSTING

JOB TITLE: Assistant Highway Superintendent
UNION: BPMA
LOCATION: DPW/Highway & Grounds Division
DATE AVAILABLE: ASAP
SALARY: M15- \$64,431.83 -\$76,792.70

QUALIFICATIONS:

High School graduate; five (5) years experience in public construction and maintenance work; or any combination of education and experience.

RESPONSIBILITIES:

Please see attached job description for complete details.

POSTING DATES: September 24, 2013 - until filled

Applicants may submit a cover letter and resume to the following address:

Human Resources Department
Town of Braintree
1 JFK Memorial Drive
Braintree, MA 02184

or e-mail to: kshanley@braintreema.gov

Town of Braintree is an Equal Opportunity Employer

ASSISTANT HIGHWAY SUPERINTENDENT

NATURE OF WORK:

Supervisory and administrative work of a highly complex nature dealing with the operation and maintenance of the Highway Department. Errors could result in excessively high unit costs or in damage to expensive equipment.

SUPERVISION:

Works under the general direction and supervision of the Highway & Grounds Superintendent of the Highway Division. Supervises division staff as assigned.

JOB ENVIRONMENT:

Frequent physical effort required in inspecting, investigating and general supervisory duties while driving, standing and walking under varied weather conditions.

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. Duties are not necessarily in order of importance or frequency of performance.)

- In absence of Highway & Grounds Superintendent, may assume responsibility for the operation of the division.
- Assists with the operation of the Highway & Grounds Division to provide the best service to the Town of Braintree.
- Must have personnel scheduling expertise to maintain daily levels of tasks.
- Maintenance of roads and sidewalks related work in the Town.
- Plans and supervises the work crews' day-to-day assigned tasks exercising independent judgment in the coordination of personnel and equipment.

- Lays out work, assigns equipment and crews, assures availability of tools, materials and supplies and supervises work in progress.
- Inspects work for compliance with standards of construction or for contract compliance.
- Directs snow removal and sanding operations, coordinating work crews, including evenings, weekends and holidays.
- Keeps records of daily work sheets and projects completed by Highway Division.
- Assists in the compilation of the Highway Division budget, making recommendations for annual appropriations necessary to accomplish work required for the ensuing year.
- Attends meetings related to Highway Division, both in and out of Town.
- Makes frequent contacts with other officials and the general public.

KNOWLEDGE, SKILLS AND ABILITY:

Knowledge: Thorough knowledge of modern methods of performing the duties of the department and of the tools and equipment incidental to such work. __

Skills: Supervisory skills. __

Ability: Ability to plan, assign and supervise work of subordinates. Ability to maintain good public relations.

REQUIRED QUALIFICATIONS:

High School graduate; five (5) years experience in public construction and maintenance work; or any combination of education and experience.

PHYSICAL REQUIREMENTS

Moderate physical effort is required. Frequently required to stand, walk, speak and hear. Occasionally required to lift or move objects weighing up to 60 pounds. Vision requirements include the ability to conduct visual inspections in the field, read documents, and operate a motor vehicle and heavy equipment.