



Haverhill

Human Resources Department, Room 306

Phone: (978) 374-2357 Fax: (978) 374-2343

Denise McClanahan, HR Director – dmcclanahan@cityofhaverhill.com

Sheila Pelczar, HR Technician – spelczar@cityofhaverhill.com

JULY 12, 2017

JOB # 2017-021

ROOM 306

HUMAN RESOURCES

ANTICIPATED OPENING
PLEASE POST

POSITION: Superintendent – Highway/Park

HOURS OF WORK: Full-time/40 hours per week

SALARY: \$75,325 - \$89,906 per year
(According to administrative and professional positions salary schedule)

FUNCTION:

Under the general direction of the Director/Deputy Director of Public Works, plan, organize, and direct all activities of the Highway, Park, Fleet Services and Solid Waste/Recycling Divisions.

GENERAL STATEMENT OF DUTIES AND RESPONSIBILITIES:

Responsible for the overall effectiveness of the Highway/Park/Solid Waste Divisions programs, activities, and functions that contribute to the successful operation and constant improvement of the infrastructure of the City of Haverhill. Organizes and directs the activities of the Highway/Park/Solid Waste Divisions in a manner that optimizes the use of financial, physical, and human resources in accomplishing assigned functions. Through subordinate supervisors and foremen, direct and oversee the supervision and administration of the street maintenance program, fleet operation, facilities maintenance, snow removal functions, recreation facilities (park and play areas), street sweeping, urban forestry activities, solid waste/recycling program, cemeteries, street lighting, fuel, composting program and central business district parking assets. Responsible for the short and long range planning functions for these Divisions.

Assures efficiency through organizing the work of divisional groups, aligning and coordinating functions, and resolving conflicts. Study major issues and trends and report to the DPW Director with recommendations for change in areas of special concern or needing improvement. Coordinate department activities with other departments, jurisdictions and agencies. Review, approve, and submit the Highway/Parks/Solid Waste budgets involving all capital expenditures, personnel, and operating costs. Attend public meetings. Set goals for the department, identify major objectives and ensure their successful implementation. Plan, administer and coordinate Chapter 90 roadwork program grants and Complete Streets program. Converse with subordinates on grievances and conflicts and work closely on other personnel matters with the approval of the Director. Ensures compliance with all appropriate regulatory mandates associated with the functions of the Highway/Parks/Solid Waste.

ILLUSTRATIVE DUTIES:

Organizes, directs, controls and monitors work programs and routine or emergency repairs for Highway and Park functions. Assists in the development of budget, monitors budget expenditures. Coordinates with other governmental agencies and contractors on operation and maintenance projects.

Schedules, assigns, directs, motivates, and evaluates the work of operation and maintenance staff. Assess training needs to ensure successful completion of short and long range projects; provide training to employees on equipment operation and safety, material installations, and proper procedures; participates in the employee selections and recommends hiring to the DPW Director; conducts staff and safety meetings; reviews and approves employee time sheets and purchases; approves vacation leave and resolves grievances.

Gathers data and assembles reports required under permits issued to the City of Haverhill. Maintains the City's pavement management system, inventory control systems and managing inventory programs, record keeping systems, and bid documents. Ensures the repairs and maintenance of city owned street lighting. Design and implement mobile asset management system.

Follows established purchasing rules and completes required paperwork to acquire goods and services. Maintain good public relations by informing the public of projects on or nearby their property and listening/responding to complaints or requests.



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Enhance and maintain social media program to inform the public of departmental activities. Attend work on a regular and dependable basis. Interacts in a professional and respectful manner with city staff and the public. The duties listed above are intended only as illustrative 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.

QUALIFICATIONS:

The Superintendent – Highway/Park/Solid Waste should have strong planning, communication, leadership and interpersonal skills, as well as solid budgetary/financial and customer service abilities. Position requires 8-10 years of progressive experience in State or local highway, DPW or closely related field with at least 5 years of management experience. Associates degree or higher in civil engineering, construction management or closely related field required, or equivalent experience required. Must possess a valid driver's license.

Extensive knowledge of the objectives, philosophy, principles and practices of modern highway operations and construction. Knowledge of the principles and practices of civil engineering. Thorough knowledge of techniques, procedures, equipment and materials involved in the public works departments of highway/park. Knowledge of statutes, ordinances and regulations pertaining to highway/park/sewer departments. Knowledge of current developments and literature in construction and maintenance of highway/park. Knowledge of MA Chapter 90 program, Manual of Uniform Traffic Control, street paving, and road construction.

Ability to read and understand all aspects of the project estimate and associated paperwork like plans, drawings, and details. Solid computer knowledge with Microsoft Word, Excel, Outlook, and other similar software. Solid computer knowledge of geographic information system preferably ESRI products.

Ability to plan, administer, direct, and coordinate programs and functions of the department. Ability to make sound decisions and recommendations of matters of major policy, complex administrative and technical problems. Ability to establish and maintain effective working relationships with subordinates, municipal official, department heads and general public. Ability to express oneself clearly and concisely, orally and in writing. Must have strong management skills with demonstrated project management abilities.

PHYSICAL REQUIREMENTS:

Position expected to be available on-call 24/7. Often works long hours especially during the snow removal season and other kinds of inclement weather. Work is performed both in the field and office-setting with frequent interruptions from customer phone calls, city staff, company representatives, and citizens. Attends occasional night meetings and weekend functions. A great deal of mobility is required for attendance at various meetings and touring various work sites of Public Works projects in all kinds of weather and with usual hazards associated with the construction sites. Use of PC work station for some hours; lift up to 25 pounds on occasion. Must be able to stand or sit for the majority of the shift; drive to various work sites throughout the city, climb or descend stairs; do routine lifting, bending, reaching and stooping. Attendance is mandatory.

Applicants will be required to undergo a background check including CORI screening prior to appointment.

CLOSING DATE:

OPEN UNTIL FILLED

SUBMIT COVER LETTER, RESUME AND APPLICATION TO:

Denise McClanahan, Human Resources Director
City of Haverhill
4 Summer Street Room 306
Haverhill, MA 01830

"The City of Haverhill is an Equal Opportunity/Affirmative Action Employer."

APPLICATION IS AVAILABLE ONLINE AT:

http://www.haverhillma.gov/departments/human_resources/job_opportunities.php

Application can be saved and sent as attachment when applying online. Email should be sent to hrd@cityofhaverhill.com.

PLEASE REFERENCE JOB # 2017-021 WHEN APPLYING ONLINE.