

Town of Chilmark - Job Description – February 2002

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- I. POSITION TITLE:            **Superintendent of Streets**
- II. SUPERVISOR:            Board of Selectmen
- III. GENERAL DESCRIPTION OF DUTIES: Maintenance, repair and management of Town roads and adjacent landscaping.
- IV. DUTIES AND RESPONSIBILITIES:
  - A. Prompt clearance of sand, debris, snow and car-struck animals from the Town roads.
  - B. Landscaping of sides of roads including trimming of over-hanging trees; clearing culverts, drains roads and inspection of new roads to sub-divisions, reporting to the Planning Board on Zoning Bylaw violations.
  - C. Develops and carries out plan for the repair and maintenance of Town roads; lets contracts for major repairs and receives bids for road supplies.
  - D. Advises Town officials concerning road needs and prepares annual road-work budget.
  - E. Keeps an accurate record of activities and submits periodic reports to the Town.
  - F. Performs related work as required by the Board of Selectmen.

The essential functions or duties listed 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.

These duties shall be performed appropriately to represent the decisions and policies of the Town of Chilmark and with respect and confidentiality for the parties involved.

Educate self in Massachusetts General Laws and other sources as they pertain to roadway regulations; review changes in requirements with the Board. Participates in continuing education through classes and conferences as determined by the Board and in coordination with the Executive Secretary.

V. SUPERVISORY RESPONSIBILITIES:

Hiring and performance of part-time laborer assistants.

VI. REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- A. Knowledge of the physical lay-out of Town roads, including drainage and recurrent problem areas.
- B. Ability to plan and direct an effective program of Town road maintenance and repair, as well as working with private contractors for major repair work.

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C. ~~Y~~ Knowledge of landscaping procedures and proper materials required for road and adjacent shoulder repair and maintenance.

- D. Ability to communicate effectively with Town employees, State and local officials and the general public.
- E. Skilled in the use of standard road equipment for minor maintenance and repair and the ability to perform same.
- F. Minimum education and experience: High school graduate. Three years of progressively responsible experience in landscaping as well as experience in road repair and maintenance. Equivalent combination of education and experience may be considered.

VII. POSITION GRADE LEVEL & TIME REQUIREMENTS: Grade: 9 Hours per year: 30/wk Grade 10\*

APPROVED BY THE PERSONNEL BOARD: Date: 5/15/12 Chair: Jennie Greene  
REVIEWED BY BOARD OF SELECTMEN: Date: 7/2/12 Chair: William N. Rossi

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\*At the September 29, 2017 Human Resource Board Meeting it was voted to recommend that this position description be placed at a Grade 10. This vote was approved by the Board of Selectmen on October 17, 2017 and the new compensation plan was voted at the Special Town Meeting on November 27, 2017.

Human Resource Board Chairperson: Jennie Greene 2/08/18  
Board of Selectmen: William N. Rossi 3/6/2018