



CITY OF RUTLAND  
DEPARTMENT OF PUBLIC WORKS  
RUTLAND, VERMONT

## Job Description

### Highway Operations Supervisor/Technical Assistant

Supervisor: Commissioner  
Hours: 7:30 am – 3:30 pm

Non-Union Position

#### Summary of Duties and Responsibilities

- Responsible for the implementation of a variety of regular work and special projects involved in the management and supervision of the Streets and Equipment Maintenance Divisions.
- Supports Project Managers (Engineering Department) as required including the preparation of seasonal work schedules, project cost estimates, material quantity take offs, construction drawings, and specifications.
- Identifies department-wide grant opportunities and prepares applications as directed.
- Manages department-wide safety program.

#### Specific Duties and Responsibilities

##### Highway Operations

- Assigns work to Streets and Equipment Maintenance Division employees through appropriate Working Forepersons as required.
- Coordinates with the Wastewater Collection and Water Distribution Division managers to assign departmental resources in order to maximize efficiency.
- Manages labor resources and approves time off requests in accordance with the Collective Bargaining Agreement, while ensuring that the City's needs are met. Informs Project Managers in a timely manner of any fluctuations in labor levels that may impact project deadlines.
- Evaluates the effectiveness of the Streets and Equipment Maintenance Divisions and makes recommendations for improvement to the Commissioner.
- Ensures that projects are completed in accordance with approved plans and schedules.
- Inspects the work performed by the Streets Division to ensure compliance with City, State, and Federal standards and specifications.
- Responds to resident issues and complaints, providing resolution in a timely

manner.

- Assists the Engineering Technician in the planning, layout, and implementation of various projects.
- Oversees the work order management system and tracks project labor costs and material inventory.
- Reviews and approves/disapproves employee daily time sheets.
- Creates purchase orders and approves invoices.
- Completes and performs special tasks/projects as directed by the Commissioner and/or Project Managers.
- Coordinates and manages the departments' overtime list and recall system and informs the Commissioner of work undertaken during recall events.
- Informs the Commissioner, in a timely manner, of any inappropriate employee behavior that may require discipline.
- Assists the Commissioner in the preparation and management of the Streets and Equipment Maintenance Division budgets.
- Assists the Commissioner in the interviewing and hiring of new employees.
- Represents the City of Rutland at Regional Road Foreman Meetings administered by the Rutland Regional Planning Commission.

#### Grant Writing

- Works with the Project Managers in drafting department-wide grant applications.
- Identifies grant opportunities funded by local, state, and federal agencies.
- Interprets grant program regulations and requirements.
- Maintains positive relationships with funding sources and stakeholders.
- Maintains detailed project records and documentation for grant reimbursements as required by funding sources.

#### Safety

- Promotes a safe workplace and manages the safety training program department wide in conjunction with the DPW Safety Committee Member.
- Coordinates and/or conducts safety and accident prevention training, and maintains proper written documentation.
- Ensures that staff is kept current on all required safety certifications.
- Investigates accidents and establishes protocols to minimize reoccurrence.
- Reports all accidents to the Commissioner in a timely manner.

### **Required Knowledge, Skills and Abilities**

- Leads by example in maintaining a respectful, safe and supportive work

environment that embraces diversity, along with treating everyone with courtesy, dignity and fairness.

- Promotes team cohesion, inclusion and collaboration.
- Works independently as well as in a team environment, offering constructive feedback and direction to support departmental goals.
- Facilitates learning and growth by providing training, coaching and mentorship to staff, ensuring that professional development and certification requirements are met and succession plans are developed.
- Exercises judgment and discretion in applying and interpreting departmental policies, rules, regulations and union agreement.
- Demonstrates ethical practices, professionalism, and personal integrity in the performance of duties.
- Develops and maintains knowledge of departmental functions and operations.
- Carries out complex oral and written directions.

### **Minimum Education & Qualifications**

- Bachelor's Degree in civil engineering, construction management, land surveying or related technical field from an accredited college or equivalent experience as determined by the Commissioner.
- Should have previous experience in the management field, preferably in the field of road construction, engineering, construction management, or equivalent experience/education as determined by the Commissioner, and have demonstrated the successful management of the same.
- Certification as a NETTCP Asphalt Inspector or ability to acquire within 6 months.
- Proficient with Microsoft Office, Outlook, Word, Excel, PowerPoint and Project.
- Proficient with computer applications or other automated systems such as computer assisted design (CAD) programs and database software.
- Capable of performing advanced mathematical calculations as applied to engineering problems.

### **Experience**

- Minimum of three (3) years practical experience in road construction, engineering, construction management, or equivalent experience/education as determined by the Commissioner.

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Commissioner of Public Works

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Date