

The Highway Superintendent, Stan Hall, has resigned his position. We would like to thank Stan for his years of service to the town and wish him the best of luck in the future. The town board will be expeditiously working to fill the superintendent role. As residents, you can continue to expect the same level of service you have come to appreciate for the Highway Department. For those interested in applying to be the town highway superintendent please submit a statement of interest and/or resume to [davepoulintownboard@gmail.com](mailto:davepoulintownboard@gmail.com) no later than 7/19/24. Below is the job description.

Best Regards,  
The Henderson Town Board

## **Town of Henderson**

**Job Description:** Highway Superintendent-Appointed

**Job Summary:**

Incumbent serves as Highway Superintendent for the Town of Henderson. Incumbent serves in an important supervisory and administrative position involving responsibility for carrying into action the highway department programs including but not limited to road and bridge maintenance and repair. The incumbent is responsible for the direct supervision of all highway employees, and for the supervision of all field operations of the department, as well as all divisions under departmental jurisdiction. Does related work, as required.

**Essential Job Functions:**

- Serves as a leader who can foster a positive, healthy and productive work environment.
- Provides leadership in maintaining good and effective public relations with the community.
- Supervises the overall administration and direction of highway department operations and vehicle maintenance, including planning, preparing, implementing, coordinating and reviewing the activities and operations of the department.
- Responsible for activities that include the construction, improvement, repair and maintenance of designated roadways, bridges, sidewalks, drainage systems, traffic signals, road signage and striping, maintenance of all highway equipment and Town vehicles and equipment and related public systems.
- Establishes a time frame for projects, reviews the quality of work performed and ensures timely completion of tasks
- Assists with the interviewing and hiring of new employees.
- Handles personnel related problems as directed.
- Responds to and addresses complaints, concerns and questions regarding the highway department and formulates solutions regarding highway department issues.
- Ensures compliance with federal, state and local laws, regulations and codes. Makes employee safety a top priority.
- Plans, directs and budgets all activities in the highway department, with partnership from the town board.
- Works jointly with the town board to develop annual capital project and long-term infrastructure planning.
- Attends town board meetings as requested.
- Makes recommendations regarding purchase of equipment, scheduling of projects and manpower needs.
- Represents the highway department at a variety of meetings both within and outside of the town system.
- Responsibility for ordering and maintaining materials, supplies and equipment required in the operation of the highway department.
- Performs highway department duties and operates equipment when necessary.
- Other duties as assigned.

### Job Training and Experience:

- Thorough knowledge of methods, materials, tools and terminology used in the operation of a highway department.
- Thorough knowledge of safety precautions required and implemented in highway department activities.
- Thorough knowledge of highway department financing and administration.
- Working knowledge of the laws, rules and regulations relating to road projects including design, selection, contract bidding, awards and management.
- Working knowledge of snow and ice control techniques and practices.
- Ability to plan, assign and supervise the work of employees engaged in a variety of road construction and maintenance operations.
- Ability to establish and maintain effective working relationships with town officials and departments, state and federal agencies and the general public.
- Ability to communicate effectively both orally and in writing.
- Ability to prepare a variety of reports regarding materials, equipment and labor used in the operation of a highway department.
- Ability to read and interpret plans and specifications.
- Ability to work cooperative with other town officials to mitigate risk and carry out the directives of the town board.
- Willingness to work in adverse weather conditions.
- Willingness to work outside of normal working hours and weekends.
- Dependability and good judgment.
- Good communication skills.

The Town of Henderson is an equal opportunity employer and does not discriminate in the recruitment, selection, or advancement of team members on the basis of race, sex, color, national origin, creed, age, religion, marital status, disability, political affiliation, or on any other basis prohibited by law.

Employment opportunities shall be provided for applicants with disabilities and reasonable accommodation(s) shall be made to meet the physical or mental limitations of qualified applicants or team members.