

The Town of New Milford is hiring! The New Milford Public Works Department is actively accepting applications for the position Road Construction Supervisor. The position requires a motivated professional who is skilled in evaluating and inspecting driveway, road, and bridge construction work. This position is also responsible for enforcing all road, bridge, and driveway ordinances. The ideal candidate will be highly organized with above average communications skills. Qualified and interested applicants must submit a resume, cover letter, and completed Town of New Milford employment application to: Personnel@newmilford.org

Town of New Milford

JOB CLASSIFICATION DESCRIPTION

Job Title: Road Construction Supervisor

Non-Union/Exempt - 40 Hrs. /Wk.

General Statement of Duties:

Supervise road construction and pavement maintenance projects.

Enforce road and driveway ordinances.

Conduct road condition assessments.

Perform construction inspections on Public Works projects, primarily road, drainage, sidewalk and bridge construction projects.

Issue utility road cut, driveway and Right of way permits.

Supervision Received:

Reports to the Director of Public Works and the Mayor.

General Duties and Responsibilities:

- Work with clerical staff on permit issuance.
- Supervise issuance of all driveway, road cut and Right of Way permits.
- Enforcement of Town Right of Way, road and driveway ordinances.
- Draft language for revisions in road ordinances as requested.
- Determination and tracking of driveway and road cut bonds.
- Inspect construction work for workmanship and material compliance, verify conformance to plans and specifications.
- Prepare field inspection reports for various projects.

- Prepare daily progress reports on capital projects.
- Coordinate and supervises outside contractors with respect to inspections of new road construction, bridge construction, driveway construction, utility work and public improvements.
- Verify material delivery quantities and specifications. Collect and maintain a file of delivery tickets and lab results.
- Communicate and coordinate daily activities with the Engineering Department.
- Inspect proposed subdivision roads and prepares reports for the Zoning and Planning Commissions and the Municipal Road Committee as needed.
- Ability to make presentations to the public, Town Council, and Mayor as requested.
- Knowledge of state grant process.
- Supervise pavement maintenance projects.
- Performs other duties as assigned that are necessary and appropriate.

Knowledge, Skills and Abilities:

- Thorough knowledge of state and local laws and regulations governing road construction.
- Knowledge of the principles and practices of civil engineering and general construction.
- Experience working with contractors on projects and ability to communicate ideas
- Demonstrated ability to interrelate in a professional and efficient manner with the general public, contractors and town officials.
- Experience in interpreting bid documents and specifications and implementing design drawings.
- Excellent oral and written communication skills.
- Demonstrated ability to do mathematical calculations with accuracy.
- Demonstrated ability to meet deadlines and prioritize work projects.
- Ability to work in a setting subject to continuous interruptions.
- Ability to deal with a diversity of people in such a manner as to encourage compliance.
- Demonstrated computer literacy with Windows run programs, AutoCAD (or equivalent), GIS mapping, email, Internet access, database and spreadsheet entry and reports and the ability to learn new programs as needed.
- Ability to traverse difficult, rocky, steep or swampy terrain as required for site inspections.
- Ability to dig, shovel as needed and lift 50 pounds.
- Ability to walk or stand for long periods of time and work in inclement weather

Education, Training and Experience:

- A bachelor's degree in Civil Engineering, Construction Management, Industrial or Labor Relations, or a related field preferred.
- 5 years of demonstrated knowledge of road construction management and public works crew supervision based on previous job experience.
- Be NICET (Civil Engineering Technology) certified or become certified within one year.
- Valid Connecticut driver's license.
- Municipal or contractor experience preferred.
- Completion of UCONN Road Master Program required within 3 years of date of hire.

(The above description lists only those job duties necessary for salary evaluation and does not include each and every job duty requirement.)

The Town of New Milford is an Equal Opportunity Employer.

Approved by Town Council July 14, 1997

Updated by Personnel Department July 14, 2004

Updated by Personnel Department and Mayor May 13, 2005

Updated by Personnel Department and Mayor March 21, 2006