

City of Meriden, Connecticut

Department of Human Resources



Katherine Zygmont
Acting Director of Human Resources

CITY HALL
142 EAST MAIN STREET
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May 1, 2024

Highway Manager
Public Works Department
Full time – 40 Hours per Week

This is a responsible supervisory and technical work in the construction, maintenance and repair of streets, sanitary and storm sewers, transfer station operations, landfill management and related public works.

Work involves responsibility for planning, organizing, and managing the day to day operations of a large group of skilled, semi-skilled and unskilled workers engaged in the repair of streets, sidewalks, storm sewers and related structures. Work requires proper and efficient scheduling and organization of work and technical supervision over functions performed by subordinates. The employee must exercise discretion and independent judgment in directing the varied operations of these divisions and make difficult operational decisions in emergency situations. Work is subject to review through the study of operating records, inspection of facilities and adequacy and effectiveness of services. The work requires that the employee have considerable knowledge, skill and ability in public works operations and supervisory techniques.

Desirable Experience and Training

A high school diploma or the equivalent plus eight years of progressively responsible experience in public works operations including at least four years in a supervisory capacity, or an equivalent combination of education and qualifying experience substituting on a year for year basis. Considerable experience in the construction and maintenance of streets and related structures; and graduation from a standard high school or vocational school, preferably supplemented by course work in civil engineering. A CDL license is required.

Rate of Pay: \$83,824.00 - \$112,000.00

Apply on line at <https://tinyurl.com/meridencareers> or you can e-mail your application/transfer form to humanresources@meridenct.gov. Applications are also available in the Human Resources Department, City Hall, 142 East Main Street, Meriden CT 06450

Open until filled.

E.O.E.

Highway Manager

Nature of Work

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Supervision Received

Works under the Director of Public Works

Examples of Work

Plans, organizes, supervises and inspects the work of equipment operators, crew leaders, and semi-skilled and unskilled workers engaged in street construction, maintenance and repair work, such as cleaning, patching, resurfacing, repairing, excavating for and building streets, storm sewers, and the operation and maintenance of the City Transfer Station and capped Landfill.

Supervises the street maintenance and construction, traffic signage and stripping, sever weather response for Public Works and snow removal programs.

Oversees operation of the Transfer Station and the day-to-day maintenance and upkeep of the Landfill area.

Investigates and addresses complaints relative to the maintenance and construction of streets, alleys, sanitary or storm sewers, sidewalks, and allied structures.

Plans and supervises winter programs for snow and ice removal.

Gathers and analyzes information, provides recommendations and prepare reports. Determines operating procedures and recommends operating policies.

Counsels employees and supervises training, Administers union contract language, warnings and other discipline. Recommends higher level discipline. Prepares employee performance evaluations. Assures safe work practices.

Monitors and inspects storm sewer and basin repairs, the installation of new storm sewers and the repair and resurfacing of municipal streets. Inspects and evaluates private contractors' work prior to the release of road bonds. Oversees landfill site and disposal areas for proper covering and compaction and ensure compliance with state DEP regulations and city ordinances.

Inspects all heavy equipment to ensure proper maintenance. Responds to all police or fire emergencies on a 24 hour on call basis. Maintains records of all daily activities and prepares reports.

Makes regular and unscheduled inspection of work in progress and upon completion.

Supervises the maintenance of time, material and equipment use records; requisitions supplies and materials; prepares annual budget estimates and service requests.

Confers with other municipal officials relative to mutual problems and with property owners, contractors and the general public relative to complaints and service requests.

Performs related work as required.

Desirable Knowledge, Abilities and Skills

Thorough knowledge of methods, tools, equipment and practices of street, storm sewer construction, maintenance and repair.

Thorough knowledge of the municipal street, storm sewer systems and the geography and soil characteristics of the City.

Thorough knowledge of recent developments, current literature, and sources of information in municipal waste and landfill operations.

Considerable knowledge of highway drainage maintenance principles and practices.

Considerable knowledge of types and uses of light and heavy construction, maintenance and related equipment required in the construction and maintenance of streets, and storm drains.

Ability to supervise and coordinate a moderately large group of supervisory, skilled, semi-skilled and unskilled workers engaged in a variety of public works tasks, in order to effect satisfactory schedules and results as efficiently and expeditiously as possible.

Considerable ability to communicate orally and to lead others in operational work groups; good writing ability.

Good ability to administer policies and procedures including planning, scheduling, budgeting, decision – making and report development and writing.

Considerable ability to establish and maintain effective working relationships with coworkers, vendors, contractors and the general public.

Ability to prepare material and labor cost estimates and to maintain records and prepare work reports.

Ability to make decisions recognizing established precedents and practices, and to use resourcefulness and tact in meeting new problems.

Ability to establish and maintain effective working relationships with municipal officials and officers, subordinates, and the general public.

Desirable Experience and Training

A high school diploma or the equivalent plus eight years of progressively responsible experience in public works operations including at least four years in a supervisory capacity, or an equivalent combination of education and qualifying experience substituting on a year for year basis. Considerable experience in the construction and maintenance of streets and related structures; and graduation from a standard high school or vocational school, preferably supplemented by course work in civil engineering.

Special Requirements

CDL