POSITION AVAILABLE

FIELD SERVICES SUPERINTENDENT

$90,000 - $110,000

CLOSING DATE: Friday, March 13, 2020

(Applications must be received in the Human Resources Department by 4:30 p.m.)

SUMMARY OF POSITION: Under general direction of the Director of Public Works, supervises and participates in the daily operation of the Highway, Fleet, Parks and Cemetery Divisions. Provides administrative and technical consultation to Town departments, boards and commissions.

DESIRABLE KNOWLEDGE AND SKILLS: Knowledge of the principles (methods) and practices of public works procedures including the maintenance, repair and construction of streets, storm sewers and of equipment. Knowledge of equipment used in construction and maintenance practices, as well as applicable laws, regulations and ordinances. Knowledge of regulations and/or permitting requirements related to stormwater, NPDES, OSHA and construction site management. Knowledge and related skills relevant to the operation, maintenance and administration of public parks, playgrounds and municipal facilities, property and equipment. Knowledge of the operation and repair of heavy vehicles and construction equipment. Knowledge of safety requirements in public works labor operations. Ability to use a personal computer for purposes of data analysis and report preparation. Knowledge of management practices as they relate to public works functions. Ability to plan and supervise the work of a large group of supervisory and other personnel in performing a variety of public works tasks under diverse operating conditions in a union environment. Ability to establish and maintain effective working relationships with subordinates, public officials, contractors, vendors, and the public. Ability to communicate effectively, both orally and in writing.

MINIMUM QUALIFICATIONS: Bachelor's degree in Business Administration, Public Administration, Construction Management or Civil Engineering and at least four (4) years of progressively responsible experience supervising public works functions, including fleet, highway, or parks. Additional relevant experience may be substituted for college education on a year-for-year basis. Must hold valid Connecticut motor vehicle operator's license.

EXAMINATION WILL CONSIST OF:

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<th>Parts</th>
<th>Weight</th>
<th>Passing Score</th>
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<tr>
<td>Oral Examination</td>
<td>100%</td>
<td>80%</td>
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Applications and job description are available in the Human Resources Department, 41 Center, Street, P.O. Box 191, Manchester, CT 06045-0191, or visit our website at: www.townofmanchester.org. Applications must be received in the Human Resources Department by 4:30 p.m. on Friday, March 13, 2020 or must be postmarked by Friday, March 13, 2020. The Town reserves the right to limit the number of applications it accepts. No faxed or e-mailed resumes and/or applications will be accepted.

The Town of Manchester shall not discriminate on the basis of race, color, creed, age, sex, national origin, physical disability or sexual orientation. The Human Resources Department provides reasonable accommodation to persons with disabilities in accordance with the Americans with Disabilities Act (ADA). If you need an accommodation in the application or testing process, please contact the Human Resources Department.

The Town of Manchester is an equal opportunity employer and encourages applications from women, men, minorities, veterans and the disabled.

The above posting is intended as a guide for personnel actions and must not be taken as a complete description of the position or the process.