



Joseph C. Sullivan, Mayor

**Human Resources Department**

**Karen M. Shanley**  
Human Resources Director  
781-794-8264  
[kshanley@braintreema.gov](mailto:kshanley@braintreema.gov)

**Kathleen G. Holmquest**  
Benefits Coordinator  
781-794-8263  
[kholmquest@braintreema.gov](mailto:kholmquest@braintreema.gov)

**Lee Anne Vaillencourt**  
Human Resources Generalist  
781-794-8262  
[lvallencourt@braintreema.gov](mailto:lvallencourt@braintreema.gov)

**JOB POSTING**

**JOB TITLE:** Highway & Grounds Superintendent  
**UNION:** BPMA  
**LOCATION:** DPW/Highway & Grounds Division  
**DATE AVAILABLE:** June 21, 2013  
**SALARY:** M21 - \$80,693.16 - \$96,428.24

**QUALIFICATIONS:**

Associates degree in a public works related field plus ten (10) years experience in public works construction and maintenance programs, including five (5) years of supervisory experience; or any equivalent combination of education and experience, but in no instance less than five years field experience and three (3) years supervisory experience.

**RESPONSIBILITIES:**

Please see attached job description for complete details.

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**POSTING DATES:** May 16, 2013 - until filled

**Applicants may submit a cover letter and resume to the following address:**

Human Resources Department  
Town of Braintree  
1 JFK Memorial Drive  
Braintree, MA 02184

or e-mail to: [kshanley@braintreema.gov](mailto:kshanley@braintreema.gov)

Town of Braintree is an Equal Opportunity Employer

Grade: M-21  
Union: B.P.M.A.  
Approved: April 30, 2013

**HIGHWAY & GROUNDS SUPERINTENDENT**

**NATURE OF WORK:**

Supervisory and administrative responsibilities directing the operations of the Highway Division of the Department of Public Works; all other related duties as required.

**SUPERVISION:**

Works under the general direction of the Director of Public Works. Supervises directly the Assistant Highway Superintendent and the Assistant Grounds/Cemetery Superintendent. Responsible for the work of all divisional employees.

**JOB ENVIRONMENT:**

Moderate to strenuous physical effort required in overseeing and directing the responsibilities of the division. Work may be performed under varied weather conditions.

**ESSENTIAL FUNCTIONS:**

*(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Duties are not necessarily in order of importance or frequency of performance.)*

- Supervises the Town's labor group within the Highway Division in the construction and maintenance of streets, roads, storm sewers, waterways, and sidewalks; as well as in the maintenance of all grounds, including parks, fields and cemetery grounds and related facilities.
- Requires considerable judgment in planning, inspecting the construction of public works projects and determining the costs associated with scheduling the maintenance of the projects.
- Manages private snow removal contracts and supervises snow plowing, ice removal and sanding.
- Inspects work for compliance with contractual requirements and federal/state code standards, etc.

- Supervises elimination of road hazards and oversees street painting and installation of signs and street islands.
- Supervises the maintenance of all grounds, including lawns, fields, parks and cemeteries.
- Recommends divisional budget amounts to Director of Public Works including estimating costs of projects, purchases of supplies, materials and equipment as required.
- Makes frequent contact with contractors, other officials, Town departments and the general public.

**KNOWLEDGE, SKILLS AND ABILITY:**

**Knowledge:** Knowledge of use and maintenance of heavy automotive equipment. Considerable knowledge of the Town's roadways, parks, cemeteries and trees. Knowledge of preventative maintenance practices.

**Skills:** Managerial and supervisory skills required.

**Ability:** Ability to plan, assign and supervise projects related to public works construction and maintenance activities. Ability to maintain good public relations.

**REQUIRED QUALIFICATIONS:**

Associates degree in a public works related field plus ten (10) years experience in public works construction and maintenance programs, including five (5) years of supervisory experience; or any equivalent combination of education and experience, but in no instance less than five years field experience and three (3) years supervisory experience.

**PHYSICAL REQUIRMENTS**

Minimal physical effort is required for work performed in the office; moderate effort is required in the field. The employee is frequently required to stand and walk. The employee is occasionally required to lift or move objects weighing up to 60 pounds. Vision requirements include the ability to conduct visual inspections in the field, read documents, and operate a computer and a motor vehicle.