

## Department of Public Works

### **Assistant Superintendent**

The Town of Barrington is seeking an experienced Assistant Superintendent for the Department of Public Works. Under the direction of the Public Works Director, the Assistant Superintendent will supervise and coordinate activities and operations of the Barrington Department of Public Works. Duties include, but are not limited to supervision of streets, traffic control, fertilization, storm water, sewer, school and park grounds, and other programs of the public works department. This position will require somebody with the ability to work with others in making schedules to take care of snow removal, preparation of athletic fields around the town, and ensuring the department's employees are working safely and harmoniously.

#### The Position

Shared supervision of up to 28 DPW employees and distribute tasks throughout the department.

Keep record of jobs performed, requests taken, and plans for the town.

Responsible for the sanitary sewer system.

Responsible for school and park grounds

Supervise and coordinate on all activities where DPW staff is necessary.

Keep all licenses up to date.

Perform job reviews and training with staff to ensure constant safety and administrative discipline as needed.

Assist in preparing plows, roads, and other equipment for winter weather conditions.

Supervise and coordinate with DPW staff all routine maintenance on vehicles and machines.

#### Requirements

Work in construction, facility management, or public works for 4 or more years.

Must have writing and people skills as you will be assisting in leading a large group of people.

Ability to coordinate and supervise the work of skilled and unskilled workers.

Work requires physical tasks such as standing for extended periods of time, bending, lifting, and carrying objects that could be heavier than 50 pounds.

Must be available to be on call throughout the winter months.