

-TOWN OF DANVILLE
Onsite Highway Supervisor
Job Description

ONSITE HIGHWAY SUPERVISOR

FLSA Status: *[Exempt/Non-exempt]*

Full-time Part-time

Reports To: Town Administrator

Work Hours:

Regular work week hours are 6:00 a.m. to 2:30 p.m. Monday through Friday. However, hours will vary depending upon weather conditions and the needs of the municipality. Wintry weather conditions and certain summer projects will require overtime hours that are likely to exceed 8 hours per day and may often include work on Saturdays or Sundays during the winter months. Call in and on call hours are expected.

OBJECTIVE/PURPOSE

Under the direction of the Town Administrator, this position is an onsite supervisor role that assists the Town Administrator in planning and oversight of all municipal highway operations, including, but not limited to: effectively supervising employees; insuring the safe and effective functioning of the highway department which includes municipal construction projects and maintenance of municipal roads, sidewalks, vehicles, and equipment.

DUTIES AND RESPONSIBILITIES

- Leads and supervises highway maintenance employees, exhibits appropriate and respectful behaviors while setting an example for employees.
- Ensuring a respectful work environment for all employees while enforcing the standards of behavior set forth by the Town of Danville as listed in the role's corresponding job description.
- Assists the Town Administrator with planning, scheduling, oversight, and implementation of effective highway maintenance activities.
- Provides frequent, timely, and respectful performance feedback and coaching to employees and conducts meaningful, documented, employee evaluations annually, in conjunction with the Town Administrator.
- Procures necessary supplies in a timely and cost-effective manner.
- Regularly updates the Town Administrator on the status of roads, municipal projects, equipment and training needs.
- Ensures continual weather condition monitoring to evaluate the need for snow and ice removal and other weather-related maintenance requirements.
- Tracks the use of materials, application rates of sand and salt, vehicle maintenance and related records.
- Operates commercial motor vehicles and other related equipment while performing and

overseeing the timely and effective maintenance of all municipal roads and rights of way, (ROW).

- Under direction of the Town Administrator, identifies, oversees, and performs timely and effective maintenance and repair of all municipal roads, ROW, and drainage systems.
- Performs and oversees needed manual work such as: shoveling, sign repair and installation, flagging, trash/debris removal, soil/asphalt compaction and all related work.
- Performs and oversees routine maintenance (including washing and cleaning) and minor repairs on municipal trucks and equipment, ensuring that regular oil changes, light replacement, lubrication, tire inflation and other needed maintenance take place to preserve vehicle longevity and ensure safe operation.
- Performs periodic safety inspections of municipal vehicles including: brake system, tires, windshield and wipers, hoses, fluids, tie rods, ball and socket joints, lights, turn signals, etc. to ensure all are in proper operating condition.
- Oversees a neat and orderly storage and work space.
- Ensures staff participation in all safety training offered/sponsored by the municipality.
- Sets an example for employees by following safety precautions and procedures at all times, including wearing personal protective equipment (PPE).
- Ensures that all interactions with colleagues, municipal officials and the public are respectful, courteous, and helpful.
- Ensures effective and courteous responses to requests and concerns expressed by the public.
- Assists Town Administrator with meeting all recordkeeping requirements including employee timesheets, work logs, vehicle logs, filing all first reports of injury within 72 hours, and supporting grant applications.
- Complies with all municipal policies and state and federal regulations.
- Performs other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES

- Must serve as a trusted leader, demonstrating active listening skills, coaching, and motivating employees.
- Must demonstrate excellent judgment, decision making, customer service, and communication skills.
- Must safely and skillfully operate municipal trucks for long periods of time.
- Must be adept at driving a plow truck while working plow controls.
- Requires considerable knowledge of maintenance and repair procedures required for safe equipment operation.
- Must maintain strong safety awareness, problem solving and critical thinking skills.
- Requires strong knowledge of safety practices required for gravel pit operations in accordance with the Mine Safety and Health Administration (MSHA).
- Requires strong knowledge of and ensures adherence to safe excavation and trenching practices.
- Must anticipate, recognize, communicate, and respond to maintenance and repair needs to prevent problems with safety, malfunction, or the greater cost of postponed repairs.
- Must maintain composure at all times and interact tactfully and respectfully with all people.
- Must engage in all required safety, supervision, and other appropriate training.

- Must willingly receive and apply constructive feedback.

EXPERIENCE, EDUCATION, AND TRAINING

- At least two years of supervisory experience is preferred.
- At least one year of experience driving dump trucks and plowing snow as well as one year experience operating heavy equipment is required.
- High school diploma or equivalent is required, or two years of relevant experience.
- Valid driver's license and clean driving record are required.
- Valid Commercial Driver's License (CDL) Level A or B is required.
- Required to hold and maintain valid CDL medical card.

TOOLS/TECHNOLOGY

- Must safely operate machinery and equipment including but not limited to: plow truck, dump truck, loader, grader, excavator, tractor, street sweeper, roadside mower, chipper, sidewalk plow, compactor, power washer, etc.
- Must be able to install, remove and maintain tire chains.
- Must safely use hand tools and power tools such as jack hammer, chain saw and wood splitter.
- Must demonstrate computer literacy that includes: email, data entry, basic spreadsheet work, computerized timekeeping, online training, internet searches, etc.

PHYSICAL AND MENTAL DEMANDS

- Must adhere to all federal drug and alcohol testing requirements for drivers of Commercial Motor Vehicles.
- Must be able to communicate clearly.
- Must be able to identify, evaluate and solve problems.
- Must demonstrate excellent judgment and quick reaction time to prevent accidents and respond appropriately in the event of an emergency.
- Must be able to read, comprehend and follow written and verbal directions and instructions.
- Frequently and repeatedly lifts or moves up to 50 pounds and occasionally lifts or moves up to 99+ pounds.
- Must have the dexterity and visual acuity needed to safely drive and operate manual and power tools.
- Must have the ability to withstand exposure to varying weather conditions while exerting physical effort during long shifts.
- Must be able to safely drive a municipal vehicle for prolonged periods of time that include darkness and challenging weather conditions.
- Must be able to safely switch from sedentary driving position to several hours of manual labor and vice versa.
- Must have good vision (with or without corrective lenses), peripheral vision, spatial orientation, and depth perception for safe driving, equipment operation, and accident avoidance.
- Must be able to respond immediately to vehicle horns and voice communication.

- Must be able to frequently and safely climb up and down ladders, frequently climb into and out of large vehicles and heavy equipment.
- The ability to stand and work on uneven or slippery terrain is required.
- Physical demands also include: constant reaching, frequent walking, frequent prolonged sitting, frequent prolonged standing; frequent grasping; frequent bending/crouching.

WORK ENVIRONMENT/CONDITIONS

- Most work occurs in trucks, outdoors on municipal roads, or in municipal garage.
- Frequent overtime is required during winter months, with highly variable work schedules, including on-call hours during nights and weekends.
- Exposure to extreme weather conditions over an extended period is an occupational hazard.
- Exposure to biting insects, plants, and other wildlife is an occupational hazard.
- Exposure to moving mechanical parts, roadside danger, loud noise, and vibration is an occupational hazard.
- Walking/movement occurs over uneven or slippery ground, hillsides, ditches, brooks, etc.

DISCLAIMERS

- The above information is intended to describe the general nature of this position and is not to be considered a comprehensive statement of duties, activities, responsibilities, or requirements. Additional duties, activities, responsibilities, and requirements may be assigned, with or without notice, at any time.
- This job description is not an employment contract nor is it a promise of work for any specific length of time.

EQUAL EMPLOYMENT OPPORTUNITY

The Town of Danville is an Equal Employment Opportunity employer.

SIGNATURES

Employee Acknowledgement

I have received and understand the requirements, essential functions and duties of this position.

Employee Signature

Date

Supervisor Approval

Supervisor Signature

Date

Selectboard Approval

Selectboard Chair Signature

Date

Created and approved on February 5, 2026