

Town of Lysander Job Posting

Highway Superintendent

Full-Time, Elected Position - 4 Year Term through 12/31/2029

Job Summary:

The Highway Superintendent is responsible for overseeing the construction, maintenance, and repair of municipal roads, bridges, drainage systems, and other related infrastructure. This role includes managing budgets, supervising staff, ensuring compliance with safety regulations, and maintaining equipment. The Highway Superintendent serves as the key leader in ensuring safe and efficient transportation infrastructure for the community.

Roadway Maintenance and Construction: Plan, schedule, and oversee road construction, repair, and maintenance projects. Coordinate snow removal, sanding, and de-icing operations. Maintain sidewalks, signage, and street markings. Prepare and administer the annual highway department budget. Monitor expenditures and ensure cost-effective operations. Assist with securing funding through grants and other sources for road improvements.

Personnel Management: Supervise, train, and evaluate highway department staff. Schedule and assign tasks to crews. Ensure compliance with labor regulations and workplace safety standards.

Equipment and Supplies: Oversee the purchase, maintenance, and repair of department vehicles and equipment. Maintain an inventory of materials and supplies, ensuring timely procurement. Ensure all projects comply with state, federal, and local regulations. Prepare and submit reports to the Town Board or other governing bodies as required. Maintain records of completed projects, expenditures, and equipment maintenance.

Qualifications:

- Must be 18 years of age and reside in the Town of Lysander
- High school diploma or equivalent (associate or bachelor's degree in civil engineering, Public Administration, or related field preferred).
- Proven experience in highway maintenance, construction, or a related field.
- Supervisory experience and the ability to manage a team effectively.
- Knowledge of municipal budgeting and financial management.
- Proficiency in equipment operation and maintenance.
- Familiarity with local, state, and federal transportation regulations.
- Strong communication, organizational, and critical thinking skills.

Special Requirements:

- Valid New York State Driver's License (CDL preferred).
- Ability to work extended hours, including nights, weekends, and holidays, especially during emergencies or inclement weather.

Please submit letter of interest and resume to supervisor@townoflysander.org (no phone calls)