

TOWN OF NORTHFIELD, VERMONT

HIGHWAY SUPERINTENDENT

Salary: \$90,000 to \$100,000 annually, depending on qualifications and experience
Full Time | Salaried | Non Union | Supervisory Position

The Town of Northfield is seeking an experienced and motivated professional to serve as its Highway Superintendent. This is a full time, salaried, non-union supervisory position responsible for the leadership, planning, and day to day operations of the Town's Highway Department.

The Highway Superintendent plays a critical role in maintaining Northfield's transportation infrastructure and ensuring safe and reliable travel throughout the community. The successful candidate will be an experienced leader who can effectively supervise employees, manage competing priorities, coordinate projects, and work alongside the highway crew when needed.

Primary Responsibilities

The Highway Superintendent is responsible for:

- Supervising, directing, scheduling, and supporting Highway Department employees
- Planning and overseeing year round maintenance of Town roads, bridges, culverts, drainage systems, sidewalks, and related infrastructure
- Coordinating winter operations, including plowing, sanding, salting, and storm response
- Managing grading, ditching, roadside mowing, culvert replacement, road repairs, paving preparation, and other seasonal maintenance activities
- Monitoring road conditions and prioritizing maintenance and repair needs
- Coordinating emergency response to flooding, washouts, downed trees, severe weather, and other highway related incidents
- Overseeing the safe operation, maintenance, and replacement planning of Highway Department vehicles and equipment
- Ensuring employees follow applicable safety requirements, Town policies, and established operating procedures
- Assisting with development and administration of the Highway Department budget
- Monitoring department expenditures and helping plan for long term equipment and infrastructure needs
- Coordinating contractors, vendors, engineers, state agencies, and other Town departments as necessary
- Assisting with highway related grants, permits, projects, and regulatory requirements
- Maintaining appropriate records related to department operations, projects, equipment, and expenditures

- Responding professionally to questions and concerns from residents and property owners
- Providing regular updates and recommendations to the Director of Public Works and Town Manager
- Performing other duties necessary to support the safe and effective operation of the Highway Department

Qualifications

The ideal candidate will have:

- Significant experience in highway, road construction, public works, heavy equipment operations, or a closely related field
- Previous supervisory or crew leadership experience
- Strong knowledge of road maintenance, drainage, culverts, winter operations, and heavy equipment
- Demonstrated ability to organize work, establish priorities, and effectively supervise employees
- Experience developing or working within departmental budgets
- Strong communication, problem solving, and decision making skills
- Ability to work effectively with employees, residents, contractors, engineers, state agencies, and Town officials
- Ability and willingness to respond to emergencies and significant weather events outside normal working hours
- A valid driver's license
- A CDL is strongly preferred

A combination of education, training, and relevant experience that demonstrates the ability to successfully perform the responsibilities of the position will be considered.

Compensation and Benefits

The Highway Superintendent is a full time, salaried, non-union supervisory position with an anticipated annual salary of \$90,000 to \$100,000, depending upon qualifications and experience.

The Town of Northfield offers a competitive municipal benefits package.

To Apply

Interested candidates should submit a cover letter and resume to the Town of Northfield.

Applications will be reviewed as received, and the position will remain open until filled.

The Town of Northfield is an Equal Opportunity Employer.