

Department of Public Works Superintendent Employee

The Town of Readsboro is seeking candidates for the position of **Department of Public Works Superintendent**.

This position has a salary range from \$55,000- \$80,000 depending on the applicant's level of experience. This position is offered a full benefit package as well as enrollment in Vermont Municipal Employee Retirement fund.

This position requires experience in personnel management, budget preparation and maintenance, capital equipment planning, highway, bridge construction, water and sewer operations. This person is responsible for the day-to-day administration and operational aspects of the town highways, transfer station, water and sewer sub-departments.

Duties to include: Operating a variety of equipment, including (but not limited to): heavy equipment used for construction and maintenance of town roads and equipment such as a grader, loader, backhoe and dozer. Supervision of road crew members. Development of Highway budget and its implementation. Duties shall be performed under varying weather conditions. Employee may be required to work nights and/or weekends. Reports to Selectboard. Performs other duties as assigned by Selectboard.

Minimum Qualifications:

High School Diploma or equivalent; Associates degree preferred, but not required. Certification as heavy equipment operator preferred.

Supervisory experience in a highway or construction environment, drainage and culvert construction.

Excellent personnel, planning, administrative and budget management skills.

Employee shall possess and maintain a valid Motor Vehicle Operators License.

Possess and maintain a Commercial Driver's License (CDL) sufficient to operate town equipment.

Any combination of experience or specialized training demonstrating ability to operate town owned (heavy) equipment safely and efficiently.

Knowledge of highway construction procedures and methods.

All Employees are subject to pre-employment drug and alcohol screening, as well as random screening per Vermont AOT regulations.

Preference will be given to candidates who already hold or are willing to obtain a State of Vermont Class 4B Public Water System Certificate and a Grade 1 Domestic Waste Water Certificate.

Anyone interested in applying can pick up an employment application and job description at the Readsboro Town Office and return to the Town Office, or mail to the Town Clerk at Town of Readsboro, PO Box 187, Readsboro VT 05350, or by email to: admin@readsborovt.org. The employment application and job description are available on the Town website, readsborovt.org, under the RFP/BID/Vacancies tab.

Applications are due by Wednesday, October 6, 2025 by 3:00 p.m.