



TOWN OF THOMASTON

Position Description

JOB TITLE:	Public Services Superintendent		
JOB CODE:		REPORTS TO:	WPCA Board / First Selectman
DEPARTMENT:		DATE WRITTEN:	April, 2026
PREPARED BY:	R Sileo	DATE Revised:	

POSITION SUMMARY/PURPOSE

Reporting to the WPCA Board and First Selectman, this position is responsible for all maintenance, repair and construction of the Town's streets, bridges, storm sewers, drainage systems and highway equipment. This position is responsible for the operation of the transfer station. This position is responsible for the reporting detailed below. This position is responsible for all phases of operation at the main WPCA plant including the lab, collection system, pump stations and any other required work for the WPCA.

ESSENTIAL FUNCTIONS

- Responsibility for planning, scheduling and inspecting the work of skilled and semi-skilled subordinates engaged in maintenance, construction and repair of streets, gutters, sidewalks, catch basins, storm sewer drains and other public works duties.
- Directs and delegates maintenance operations including but not limited to resurfacing, repairing, sweeping and grading of roads; the upkeep of roads, trees, drainage systems, bridges and public works equipment.
- Responsible for WPCA, snow and ice control operations; responds to emergency calls on a twenty-four-hour basis, providing crew and needed services as required.
- Schedules and oversees the construction and repair of town owned concrete and asphalt sidewalks, the installation of signs, the construction and repair of roads, bridges, walls, and fences on town streets; supervises transfer station operations.
- Coordinates with Park and Recreation Director to ensure all parks are maintained and suitable for use. Deploys public works personnel to maintain parks.
- Directs WPCA personnel and operations to ensure daily operation and maintenance
- Directs process changes to stay in compliance with NPDES permit or any other requirements
- Ensures plant compliance with all federal and state laws and regulations and permit requirements
- Issues permits for sewer connections
- Maintains certification requirements through education per CTDEEP and EPA or town standards
- Conducts or assists in sessions of safety methods and other on-the-job training.
- Maintains records; prepares time, cost, equipment specifications and other reports as detailed below or as required.
- Inspects trucks and machinery to ensure timely and adequate operator maintenance is performed.
- Ensures that timely minor and major repairs are conducted on equipment as required.
- Schedules projects, equipment, crew assignments, and materials on a monthly and weekly basis according to the project priority list through the use of a task management tracking system.
- Acts as Tree Warden
- Assigns the weekly work schedule. Monitors and coordinates adjustments to the work schedule as needed.
- Encourages participation and teamwork among all employees in the Highway department.

- Active participant on the Safety Committee
- Proactively works with First Selectman and Board of Finance to develop funding plans for large projects
- Develops and is responsible for yearly budgets
- Coordinates initial and annual OSHA required training with Human Resources.
- Ensure the safety of all departmental personal, both from a practical and regulatory perspective.
- Ensure the protection of the environment per Town policy, Federal, and State laws and regulations
- Provide adequate training to ensure safety, regulatory, and practical aspects of the departmental work
- Must ensure that all necessary WPCA required professional certifications are always current
- Other duties as required to maintain the safe, orderly, and compliant operations of the department
- Ensure that the regulatory required separation of administrative controls are achieved

EQUIPMENT USED/ENVIRONMENT

Town vehicles, trucks, snow removal equipment, WPCA equipment and other machinery and equipment related to road service work and operation of the WPCA facility. Primarily outdoors and in all weather extremities. Some indoor office exposure with working knowledge of copiers, personal computer, and telephones.

SUPERVISORY RESPONSIBILITIES

Scope of Supervisory Responsibilities:

- Performance appraisals, work assignments, training & development,
- Monitors attendance, sick time coverage & vacations
- Coordinates candidate selection for any open public works position
- Documents & monitors disciplinary action
- Ensures all staff adhere to all town, state, and federal policies and laws.

JOB KNOWLEDGE, SKILL REQUIREMENTS, AND DESIRED ATTRIBUTES

- Strong organizational skills and ability to multi-task and prioritize
- Strong supervisory skills
- Working knowledge of town ordinances and regulations related to tree permits, driveway permits, recycling and town streets
- Ability to interpret plans and layout work in the field.
- Budget preparation and management
- Good interpersonal and communication skills
- DEEP Operator Class IV Certification License.
- Strong mechanical and electrical background
- General computer knowledge & proficient in Microsoft Word & Excel
- Must possess a valid Connecticut Commercial Driver's License

EDUCATION

- High school diploma or equivalent
- Associate's Degree in construction management preferred
- DEEP Operator Class IV Certification License.
- This position is required to undergo six (6) hours of continuing education to keep the certification current per Section 22a-416(d) of the CGS, as modified by Public Act 18-97 (10/1/18)
- Certification for Tree Warden
- Certification for Transfer Station Operator

EXPERIENCE

- Prior experience in similar work environment in a supervisory capacity with ten or more years of construction and construction management experience.
- Prior experience in municipal wastewater treatment facility of four years.

Disclaimer: This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required by the employee. This job description does not constitute an employment agreement or contract between the Town and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change. This job description conforms to EEO and ADA requirements. All candidates must pass a pre-employment background check.