



TOWN OF PUTNAM

Municipal Complex
200 School Street
Putnam, Connecticut 06260
Telephone: (860) 963-6800

Job Posting

Highway Services Coordinator

September 2026

The Town of Putnam is accepting applications for the position of Highway Services Coordinator within the Highway Department. This position performs a variety of professional administrative and program support to the Highway Department, other departments programs as assigned.

This part-time, hourly, non-union position is set for 15 hours per week with a pay range of \$21.49 - \$31.34. Days of the week and hours per day are negotiable but must remain during Highway open hours of Monday – Friday, 6 – 2 pm in the summer and 7 – 3 pm in the winter.

Minimum Qualifications:

1. Graduation from an accredited 2-year college or university in General Studies, with three (3) years or more increasingly responsible experience in administrative work or related field, or any equivalent combination of training and experience which provides the following:
 - Knowledge of the principles and practices of accounting and financial management
 - Knowledge of applicable federal and state laws, statutes, and regulations, including Connecticut General Statutes and accepted standard municipal accounting practices.
 - Skills with computer programs including financial processing systems, document creation and management.
 - Ability to establish and maintain complex files and records systems.
 - Ability to compose clear and correct written correspondence and reports; ability to effectively present information verbally and respond to questions from government officials, community service providers, vendors, customers/residents, and the general public.
 - Possess a strong understanding of Outlook, Word, Excel, and the ability to become proficient in other PC based software. Ability to become proficient in Tyler iVisions and Timeclock TCP.
 - Ability to effectively work with staff and the public.
 - Ability to complete work between frequent interruptions.
 - Ability to problem solve with minimum supervision.

Essential Functions:

1. Performs routine duties independently, setting priorities and scheduling own work in accordance with established and general policies and procedures.
2. Serve the public in person or by telephone and electronic communications answering inquiries and resolving complaints.
3. Input employees leave requests into the Town's time clock system, TCP, for Superintendent approval.
4. Inventory and budget management, including entering purchase requisitions, uploading contracts and quotes, filing purchase orders and processing invoices for payment using the Town's financial software, Infinite Visions.

5. Prepares public communications and informational materials, under the directions of the Highway Superintendent, for various town services, including hazardous waste and bulky waste events offered by the Highway Department. Including updating on the Town's website.
6. Maintain vehicle and equipment inventory list for fixed asset management.
7. Managing as applicable work orders, including creation, status and close-out.
8. Management of fuel systems, including software maintenance and department billing breakdown.
9. Maintains accurate records, files, and documentation in accordance with departmental policies and industry standards.
10. Assistance and preparation for annual budget, including entering Department account information, and during annual audit.
11. Ordering of supplies as needed by the Highway garage.
12. Acts as a liaison with Town Departments, staff, outside agencies, and the public.
13. Produces and/or prepares reports, correspondence and other written material as directed.
14. Responds, within the authority of the position, to public inquiries made with either appropriate information or a referral.
15. May assist with duties in various departments as needed.
16. All other duties assigned.

Work Environment and Physical Demands:

This job operates in an office and garage environment with some related field work. This role routinely involves standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

While performing the duties of this job, the employee may work in outside weather conditions. The employee may be exposed to wet and/or humid conditions, extreme cold, extreme heat, and airborne particles. The noise level in the work environment is moderately noisy in the office, and moderately noisy to noisy in the field.

Majority of work is performed in an office environment, with frequent interruptions. Often subjected to the demands of other individuals and the volume and/or rapidity with which tasks must be accomplished.

The Town of Putnam has an expectation that all employees will have collaborative relationships with not only elected officials, town boards and commissions, but also with other Department Heads.

The physical demands here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Other Duties:

Please note this overview is not designed to cover or contain a comprehensive listing of functions, activities, duties, or responsibilities that are required of the employee for this job. Functions, duties, responsibilities, and activities may change at any time with or without notice.

EEOC Statement:

It is the policy of the Town of Putnam to provide equal employment opportunity to all persons regardless of age, color, national origin, citizenship status, physical or mental disability, race, religion, creed, gender, sex, sexual orientation, gender identity and/or expression, genetic information, marital status, status with regard to public assistance, veteran status, or any other characteristic protected by federal, state or local law. In addition, the Town of Putnam will provide reasonable accommodations, that do not present an undue hardship, for qualified individuals with disabilities.

Position will remain open until it is filled. Please send cover letter and resume to
mariah.clifford@putnamct.us