

HIGHWAY FOREMAN

Position Purpose:

The purpose of this position is to provide direct in-field supervision of employees working on all phases of construction, maintenance and repair operations and programs of the Highway Department; all other related work as required. The Foreman is responsible for maintaining and improving upon the efficiency and effectiveness of all areas under his/her direction and control.

Supervision:

Supervision Scope: Performs duties of a responsible and varied nature requiring independent judgment in the assignment of personnel and work priorities within departmental guidelines, as well as in the operation and maintenance of a variety of equipment.

Supervision Received: Works under the direction of the Highway Superintendent, receiving general instructions regarding department projects and their schedules. The position is subject to review and evaluation according to the Town's personnel policies.

Supervision Given: Supervises four full-time and, on occasion, additional part-time employees, assigning tasks and providing instructions, training new employees in proper work procedures, evaluating work performance, and making recommendations to the Superintendent pertaining to performance reviews and disciplinary actions. Supervises contractors in the absence of the Highway Superintendent.

Job Environment:

Majority of work is performed outdoors with exposure to extremes of heat and cold temperatures and inclement weather. Subject to the hazards associated with work sites. Work environment is very loud. Administrative work is performed in an office environment when covering for the Superintendent. May be required to work on weekends and may be contacted at home at any time to respond to important situations and emergencies.

Regularly operates heavy trucks, heavy equipment, hand/power/pneumatic tools, a computer, telephones, and standard office machines.

Interacts frequently with other town departments/boards/committees, contractors working for the department, equipment vendors, and other DPW divisions; makes occasional contacts with the general public. Communicates in person, by telephone and via standard correspondence. Contacts require some persuasiveness to influence the behavior of others.

Has limited access to department-related confidential information including personnel records.

Errors in judgment may result in significant time loss and delay, cause damage to buildings and/or equipment, result in serious personal injury/injury to others, and have monetary and legal repercussions.

Essential Functions:

(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)

Acts as leader and supervisor for small crews engaged in road maintenance and repair projects. Examples of projects include the following: constructing and repairing roads, manholes, catch basins, and drainage systems; laying pipe; grading and hot topping roads; installing/repairing signs and guard rails; cutting brush; mowing and planting grass; repairing damaged guardrails, and signs.

In the absence of the Superintendent supervises snow and ice control operations to include spreading salt, plowing, hiring/directing contractors, and maintaining inventory of sand/salt.

In the absence of the Superintendent ensures that all equipment is ready for operation at all times, reports on damage and non-functioning of parts and equipment, ensures that normal servicing of equipment is performed properly and advises the Mechanic accordingly. Operates motor vehicles and equipment necessary for completion of projects.

Performs labor incidental to the work of operating equipment, mounts snowplows or other laboring tasks when required.

Regular attendance and punctuality at the workplace is required.

Must be enrolled in the Town’s Drub and Alcohol program required by the Department of Transportation.

Performs similar or related work as required, directed or as situation dictates.

Recommended Minimum Qualifications:

Education, Training and Experience:

High school education; seven years of experience in public works construction and maintenance including heavy equipment motor vehicle operation; field supervision experience helpful; or any equivalent combination of education and experience.

Special Requirements:

Possession of a valid C.D.L. Class B.

Possession of a valid Hoisting Engineer’s license with a 2A and 4A endorsement.

Knowledge, Ability and Skill:

Knowledge: Thorough knowledge of division operations. Considerable knowledge of the materials, methods and techniques relative to road construction and maintenance. Knowledge of field safety.

Ability: Ability to participate in and supervise workers operating light, heavy, and special motor equipment. Ability to supervise highway construction projects from general plans and

instructions given and to determine the proper amounts of various materials, tools, and equipment needed. Ability to make minor repairs and adjustments to equipment operated. Ability to read engineering plans and blueprints. Ability to communicate effectively verbally with supervisor and subordinates.

Skill: Skill in operating above-mentioned equipment.

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Spends the majority of the day standing and/or walking. Performs heavy physical labor. Stoops, kneels, crouches, and/or crawls. Frequently lifts and/or moves objects weighing up to 100 pounds such as tools, equipment, supplies, etc. Must be able to access all levels of a construction site/building/structure, traverse uneven terrain, climb a ladder, and enter and exit from vehicles. Manually operates all department vehicles, tools and equipment as well as office equipment. Communicates verbally and in writing.

(This job description does not constitute an employment agreement between the employer and employee. It is used as a guide for personnel actions and is subject to change by the employer as the needs of the employer and requirements of the job change.)