



Job Title: **Working Foreman**
Department: Public Works

FLSA Designation: Non-Exempt
Pay Classification: 13

JOB SUMMARY

- This position performs all duties of an Equipment Operator, as well as supervisory duties in the construction, alteration, maintenance, and repair of varied Public Works Department projects. Work is usually performed with some degree of independence subject to the supervision of the Director of Public Works.

MAJOR DUTIES

- In coordination with the Director of Public Works, oversees the day-to-day operations of the department and provides guidance as necessary, including, but not limited to, snowplow routes.
- Assigns daily tasks based on departmental priorities and the most efficient and effective use of town resources.
- Performs skilled highway construction and maintenance work.
- Performs and supervises the laying, connecting and repairing of drainage pipes.
- Performs and supervises the repair and patching of pavement surfaces as necessary.
- Assists and coordinates with contractors for road paving, tree work, etc.
- Performs and supervises the cleaning, maintenance, and rebuilding of catch basins, and culverts.
- Performs and supervises work zone safety such as placement of signs and barricades in a safe and informative manner.
- Performs and supervises miscellaneous repair, painting, and carpentry tasks.
- Keeps Director of Public Works apprised of work operations, and makes suggestions as to improvements, problems, etc.
- Assists in the supervision, maintenance, and operation of the Transfer Station, buildings and any other town-owned property.
- Receives calls from dispatch and contacts schools regarding road conditions and school closings.
- Performs basic maintenance on equipment and assists mechanic on larger repairs.
- Assures any activity under their supervision is done in a safe and secure manner.
- Enforces all town policies, procedures, and practices in a clear and consistent manner.
- Performs and supervises other tasks assigned by their supervisor.
- Serves as acting Director of Public Works in the Director's absence, except for certain tasks (e.g., performance evaluations, budget preparation, contract signing, etc.).
- Ability to be on call 24-7 during winter months and as scheduled remainder of year.
- Adheres to related drug & alcohol testing, including random testing.

KNOWLEDGE, SKILLS, AND ABILITIES

- Ability to oversee work operations and to provide guidance as necessary.
- Must be available during winter months (November 15 to April 15) and subject to call out around the clock, seven days a week, depending on weather conditions.
- Considerable knowledge of methods, materials, and techniques used in municipal highway construction projects.
- Considerable knowledge of the occupational hazards and safety precautions of the work.
- Knowledge of the types, maintenance, and uses of construction equipment.
- Ability to supervise and direct subordinates, eliciting cooperation, harmony, efficiency, and proper records.
- Ability to relate tactfully to the public and other Town employees and make independent decisions.
- Ability to learn the capabilities of each employee and assign work accordingly.
- Ability to follow oral and written instructions and to give same.
- Knowledge of all subordinates' jobs in the department.

- Experience in municipal construction, maintenance, building repairs, equipment operations and repairs, or any combination of training and expertise that provides the required knowledge, abilities, and skills.

GUIDELINES

- Guidelines include department and town policies and procedures. These are generally clear and specific but may require some interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of related equipment operation and public works maintenance duties. Inclement weather and heavy traffic contribute to the complexity of the position.
- Success in this position contributes to safe and well-maintained roadways and infrastructure.

CONTACTS

- Contacts are typically with co-workers, vendors, contractors, and members of the public.
- Contacts are typically to provide services, to give or exchange information, and to resolve problems.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- Ability to regularly lift and carry objects up to 50 pounds and to occasionally lift and carry objects in excess of 50 pounds with or without the assistance of others.
- Full range of movement for reaching, climbing, and stooping.
- Dexterity to operate standard construction equipment and hand tools in a variety of weather conditions.
- Ability to drive a motor vehicle and pass the medical requirement for a Commercial Driver's License (CDL).
- Cognitive and sensory abilities to communicate effectively with supervisor and co-workers and to observe general surroundings.
- Physical ability to operate simple office equipment and to perform general clerical duties.
- The work is typically performed in the field, occasionally in cold or inclement weather. The employee is exposed to noise, dust, dirt, grease, and machinery with moving parts. The work requires the use of protective devices such as masks, goggles, gloves, etc.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

- This position reports to the Director of Public Works.
- Supervises the construction, alteration, maintenance, and repair of varied Public Works Department projects.

MINIMUM QUALIFICATIONS

- High School diploma plus experience of 5-7 years as a truck driver or equipment operator; or a combination of education and experience from which comparable knowledge and skills are acquired.
- A valid VT Class B CDL

DISCLAIMERS

- The above information is intended to describe the general nature of this position and should not be considered a comprehensive statement of duties, activities, responsibilities, and requirements. Additional duties, activities, responsibilities, and requirements may be assigned, with or without notice, at any time.
- This job description is neither an employment contract nor a promise of work for any specific length of time.