

Highway Working Foreman

POSITION PURPOSE:

The purpose of this position is to provide direct in-field supervision of employee's working on all phases of Highway Department construction, maintenance and repair operations. Performs all other work as required. The Highway Working Foreman is responsible for maintaining and improving upon the efficiency and effectiveness of all areas under his/her direction and control. Must have experience repairing heavy equipment and large trucks.

SUPERVISION:

Supervision Scope: Performs duties of a responsible and varied nature requiring independent judgement in assignment of personnel and work priorities within department guideline, as well as in the operation and maintenance of a variety of department equipment; projects are generally conducted according to established procedures.

Supervision Received: Works under general supervision of the Highway Superintendent, receiving specific instructions regarding projects and areas of assigned responsibility.

Supervision Given: Supervises department employee's, assigning tasks and providing instructions, training new employee's in paper work procedures, and reviewing completed work, and making recommendations to the Highway Superintendent pertaining to disciplinary action.

JOB DESCRIPTION:

The majority of the work is performed outdoor with exposure to temperature extremes and inclement weather. Incumbent is required to traverse uneven terrains and is subject to the hazards associated with working near heavy equipment. Work environment is moderately noisy and at times very loud. Responds to emergency situations and may be called 24 hours a day.

Regularly, operates equipment such as dump trucks, light duty trucks, backhoes, front-end loaders, sweeper, roadside mower, catch basin cleaner, tractor, grader, sander, snow plows, riding lawn mowers, line painters, ground equipment, and hand/power/pneumatic tools, surveying equipment, a computer, telephones and standard office machines.

Interacts occasionally with other town departments. Interaction with highway department employees is on a continual basis, generally involving information exchange and instruction.

Errors in judgement may result in time loss and delay. In addition, may cause damage to buildings, equipment, result in serious personal injury, injury to others and may have monetary repercussions.

ESSENTIAL FUNCTIONS:

The essential functions or duties listed below are intended only as illustration 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.

Supervises crews engaged in road maintenance and repair projects; examples of projects include the following: constructing and repairing streets, roads, sidewalks; cutting brush; repairing damaged curbing, guardrails, street signs, sweeping streets, plowing snow, sanding and salting.

Assigns employees to specific duties in accordance with their experience, abilities and skills.

Obtains and ensures the delivery of the required tools and materials for each project. Ensures that the proper equipment and qualified operator(s) are scheduled.

Reports on damage and non-functioning of parts and equipment; ensures that normal servicing of assigned equipment is performed properly in a timely manner.

Operates vehicles providing roadway snow removal and sanding; may plow sidewalks, municipal parking lots, and schoolyards.

Reports materials, equipment and time expended on all jobs.

Operates all heavy/light equipment and trucks and other equipment necessary for completion of projects; performs labor incidental to the work of operating assigned equipment or other laboring tasks.

Ensure and monitor the safety of assigned workers; instruct workers in proper safety procedures; keeps current with safe work practice.

Responds to after hour emergencies including inclement weather to operate snow plowing/removal equipment and performs other related operations and general labor duties.

Performs similar or related duties as required, directed or as the situation dictates.

MINIMUM QUALIFICATIONS:

Education, Training, and Experience:

High school graduation: (5) five years of experience in highway construction and maintenance work, including heavy equipment motor vehicle operation and field supervision; or any equivalent combination of education and experience.

Special Requirements:

Possession of a valid C.D.L. Class B license with airbrake endorsement is required. C.D.L. Class A License is preferred.

Possession of a valid Massachusetts Hoisting Engineer License Class 2A is required.

Knowledge, Ability, and Skill:

Knowledge: Thorough knowledge of department operations. Working knowledge of the materials, methods and techniques relative to public works projects/programs. Knowledge of the tools, techniques, equipment and procedures used in motor equipment repair and maintenance.

Ability: Ability to participate in and supervise workers operating light and heavy motor equipment. Ability to supervise highway construction projects from detailed instructions given by supervisor and to determine the proper amounts of various materials, tools, and equipment needed. Ability to make minor repairs and adjustments to equipment as operated. Ability to read engineering plans. Ability to communicate effectively verbally with supervisors and subordinates.

Skill: Skill in reading and interpreting blueprints/engineered plans. Skill in operating above mentioned equipment.

Physical Requirements:

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

Regularly lifts and/or moves objects weighing 100 pounds or more such as tools/equipment, supplies and construction objects. Accesses all levels of a construction site/building/structure, traverse uneven terrains, climbs a ladder, and enters and exits from vehicles. Manually operates all tools and vehicle controls. Climbs, balances, stoops, kneels, crouches, and crawls. May spend the whole or a large portion of shift walking and standing. Communicates verbally and in writing. Vision and hearing at correctable to normal ranges.

(The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.)