

# HIGHWAY DEPARTMENT FOREMAN

## Job Description

### **Definition:**

Supervisory and skilled manual work in directing work crews and in operating equipment on highway department projects as assigned by the Director; all other related work as required.

### **Supervision:**

Works under the general direction of the Department of Public Works Director; assumes leadership of department when Superintendent is unavailable.

Performs highly responsible duties requiring judgment in organizing and directing subordinates and in careful operation of assigned equipment.

Supervises full-time and part-time employees.

Makes frequent contacts with other Town departments and with the general public to coordinate activities and respond to questions and complaints.

### **Job Environment:**

Some work is performed under typical office conditions; most work is performed in outdoors with exposure to various weather conditions and the hazards associated with operating heavy machinery, and potential periodic exposure to personal injury.

Makes frequent contacts with other Town officials and the general public.

### **Essential Functions:**

Acts as crew member as well as supervisor for crews engaged in maintenance and repair projects including constructing, repairing and maintaining streets, sidewalks, catch basins and drainage systems, patching potholes, laying pipe, grading and hot topping streets, cutting brush, repairing and installing street signs, plowing snow, and sanding streets; and collecting and disposing of leaves and refuse; plans and lays out project for crew.

Operates motor vehicles and equipment necessary for completion of projects, such as road and drainage construction, snow removal and the like. Operates heavy motor equipment such as trucks and backhoe. May service and follow prescribed preventive maintenance procedures on assigned equipment.

### **Essential Functions (cont.):**

Performs labor incidental to the work of operating assigned equipment (e.g., changing plow blades, washing trucks and equipment) or other laboring tasks.

In coordination with Superintendent, inspects road safety conditions and suggests methods of snow removal and ice control; in absence of Superintendent, allocates equipment and manpower to limit hazards during snow storms.

In absence of Superintendent, handles problems and complaints involving street conditions, drainage, damage done to private property while plowing.

Serves as Highway Superintendent in the Superintendent's absence; schedules and assigns crew members to specific tasks; reviews work in progress.

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**Physical Requirements:**

Constant moderate to strenuous physical effort required in performing duties. Frequently required to move (push, pull, lift or carry) objects weighing up to 100 pounds.

**Recommended Minimum Qualifications:**

**Education and Experience:**

High School diploma or equivalent; three to five years of progressively responsible experience in public works construction and maintenance programs, plus qualifying experience in equipment operation and maintenance, including heavy equipment operation; or any equivalent combination of education and experience.

**Knowledge, Ability and Skill:**

Thorough knowledge of the materials, methods and techniques of public works construction and maintenance projects. Skill in operating heavy construction and maintenance equipment units. Ability to supervise small work crews. Ability to carry out instructions. Ability to maintain good public relations.

Valid Massachusetts Driver's License and possession of Class II-A Hydraulics License and CDL Class B License with air brakes endorsement required.

*Approved by Board of Selectmen 11/14/16*