



POSITION ANNOUNCEMENT

ROAD FOREMAN

Highway Foreman Job Description

I) Daily Work and Seasonal

- Plan daily and seasonal highway operations
- Coordinate daily and seasonal work assignments
- Supervise daily and seasonal work assignments
- Plan , coordinate and supervise special events
- Oversee the maintenance and repair of all equipment used by the Highway Department
- Educate employees and enforce all town policies
- Provide updates for Selectboard for regular meetings and at other times as requested

II) Emergencies

- Be prepared to respond to and manage all emergencies related to storms or other disasters that impair roadway infrastructure
- Manage all highway signage and warning devices needed to respond to emergencies
- Assist with the writing of emergency plans.

III) Employee Supervision

- Supervise all Highway Department personnel in highway related tasks
- Participate in specifying job description for and hiring new highway employees
- Provide recommendations to Selectboard for termination of highway personnel
- Review and verify all highway time sheets for payroll
- Manage use of employee overtime
- Approve all leave time
- Provide disciplinary action, consistent with Town policy
- Assure that employees have appropriate safety training and follow safety procedures.

IV) Employee Evaluations

- Provide annual performance evaluations per Town policy



V) Training

- Encourage employees to train in job specific subjects that will enhance their ability to perform their job safely and efficiently

VI) Inspections

- Assure that all town roads and road related infrastructure are regularly inspected and evaluated and coordinate with TRORC to assure that culvert and bridge infrastructure inventory is up to date.
- Assure that all equipment, hand tools, safety signage, and safety equipment are inspected as required.
- Maintain an inventory of tools and parts to avoid loss
- Maintain an action item list and schedule for performing maintenance items
- Inspect all facilities on a regular basis to assure that signage, safety equipment, building operation systems and good housekeeping practices are being maintained.

VII) Financial Management and Reporting

- Prepare a list of highway related needs or changes to be considered in each annual budget
- Responsible for managing the use of highway related budgeted dollars to stay within budget
- Approve all highway related bills submitted for payment and assure that they are assigned correct billing codes
- Assist the Road Commissioner in provided warning to the Selectboard when problems are anticipated and keep the Selectboard updated as the situation develops
- Assist the Road Commissioner in compiling, as requested by the Selectboard, supply cost estimates on highway related projects and equipment, producing them in a timely manner.

VIII) Purchases

- Be responsible for assuring that the Highway Department adheres to town policies when making a purchase
- Provide all pricing estimates and other research required as well as assuring purchasing documents are properly completed for all purchases

IX) Communication

- Must possess adequate communication skills to address citizen concerns, Selectboard questions and occasional criticism from general sources
- Represent the department in a professional manner at all public meetings as needed.

RELEVANT SKILLS AND EXPERIENCE FOR THIS POSITION:

- Ability to operate trucks and heavy equipment
- Working knowledge of maintaining and repairing trucks and heavy equipment
- Experience supervising numerous employees in a production environment
- Ability to read and comprehend technical manuals, blueprints, parts manuals and other instructional documents relative to highway department management
- Knowledge of OSHA/VOSHA, Environment Practice, CDL rules and other regulatory directives that are relevant to the Highway Department workplace

- Previous construction experience involving road construction, underground utilities, sidewalks or paving a plus
- Ability to perform physically strenuous task on a moderate level of frequency
- High School Education
- Working knowledge of computers, e-mail, internet, Microsoft Word, Microsoft Excel and general correspondence
- Experience with preparing or managing a budget
- Superior problem solving skills
- A can do attitude.

