



Town of Calais
3120 Pekin Brook Road
East Calais, VT 05650
802-456-8720
www.calaisvermont.gov

ROAD FOREMAN JOB DESCRIPTION

I. Job Summary

The Calais Road Foreman serves as the working supervisor of the Town of Calais highway crew, responsible for the day-to-day operations of the Highway Department. This position requires experience with personnel management; highway and bridge construction and maintenance; employee and contractor oversight; equipment operation and maintenance; job safety; mechanical ability; record keeping, computer and communication skills; budget management and assistance with budget development. This is a full-time position, requiring a flexible schedule which may include nights, weekends and holidays.

II. Level of Responsibility

The Road Foreman works under the direct supervision of the Town Administrator/Road Commissioner (herein referred to as Town Administrator) and reports directly to the Town Administrator to implement road-related policies as directed by the Selectboard. The Road Foreman may be required to attend some Selectboard meetings and/or present information at public meetings.

III. Major Duties

The Road Foreman's duties shall include, but not be limited to, the following:

- Plan, supervise and coordinate daily Highway Department operations and projects. This is a "working foreman" position requiring the ability to operate town equipment and perform the same jobs as other department employees.
- Supervise highway personnel to obtain top quality workmanship, efficiency, employee satisfaction and morale. Ensure proper safety procedures are followed. Bring personnel problems to the attention of the Town Administrator. Oversee employee training requirements. Provide an annual written performance review of each employee based on job descriptions. Ensure that all employees maintain licenses and certifications required to perform their jobs. Comply with crew drug testing requirements.
- Monitor department operations and respond to problems promptly, including complaints by the public. Relate to town citizens in a professional, courteous and respectful manner, responding appropriately to complaints. Communicate with the Town Administrator when unsure how to handle a grievance.

- Computerize highway department records including, but not limited to, vehicle maintenance records, road repair logs, etc. Carry out regular maintenance schedules for routine and preventative maintenance of equipment, keeping up-to-date records on all major pieces of equipment.
- Maintain accurate records of purchases and submit invoices to Treasurer weekly.
- Working in conjunction with Town Administrator, develop department budget and monitor “spending versus budget” throughout the year; review plans, cost estimates and specifications for highway projects; determine materials and equipment required to complete jobs; initiate bids for purchase of supplies, equipment and contracted services as per approved budgets; assist with development of computerized capital budget for the approval of the Selectboard; assist Town Administrator to develop, supervise and document highway grant applications and projects.
- Follow weather conditions affecting highways and make provisions for any extra maintenance required. High priority to winter maintenance: plowing sanding and salting operations. Requires night and weekend work.
- Maintain a working knowledge of federal, state and local statutes and regulations affecting department operations.
- Maintain roads to Vermont Agency of Transportation Standards.
- Perform other work as deemed necessary by the Town Administrator and Selectboard.

IV. Qualifications

The Road Foreman will have the following qualifications:

- Significant construction or public works experience.
- Possess at least a high school diploma or GED; an associate or bachelor’s degree in a related field is preferred.
- Possess previous supervisory experience.
- Ability to read and understand blueprints as well as material safety data sheets.
- Commercial Driver’s License, with proper endorsements and medical card.
- Considerable knowledge of road construction and maintenance and culvert installation.
- Knowledge of highway maintenance practices and road repair techniques in all weather conditions.
- Experience or working knowledge of paving and paving materials and practices, drainage and culvert construction.
- Ability to communicate well and guide and direct others.
- Ability to use personal computer with general office software and the aptitude to learn highway software applications.

V. Term of employment

Terms of employment, compensation and benefits will be governed by the Collective Bargaining Agreement between the town and the Labor Union, Local 688. A mandated drug test prior to start of work will be required in compliance with the requirements of the VT League of Cities and Towns, and random drug testing will take place during employment. It is the expectation that the Road Foreman will adhere to the town's Conflict of Interest Policy and shall not derive any personal gain or profit, directly or indirectly, by reason of his/her employment with the Town of Calais.

VI. Training

It is expected that the Road Foreman will take advantage of education and training opportunities that will benefit his or her knowledge of highway best practices, improve management, planning and computer skills, and enhance his or her contribution to the Calais Highway Department.

VII. Evaluation

Annual evaluations detailing the performance of the Road Foreman will be performed during which the Road Foreman will be afforded an opportunity to respond to the evaluation.

9/15/23

To Apply

Road Crew applications are available on the Town website at www.calaisvermont.gov, as well as around Calais at the Town Garage, Town Office, East Calais General Store, East Calais Rec Center, Adamant Coop, and the Maple Corner Community Store.

Submit a completed application, or a letter of interest and work history:

- via email to Jobs@calaisvermont.gov,
- via postal mail to Barbara Butler, Calais Assistant Town Clerk, 3120 Pekin Brook Road, East Calais, VT 05650,
- drop off in person 9am-4pm Monday-Thursday at the Calais Town Office.