

Job Posting
Town of Killington Highway Foreman

The Town of Killington Public Works Department is searching for a full-time Highway Foreman to lead the day-to-day operations of the Highway Department, which consists of a team of five with additional seasonal employees, and the solid waste facility which consists of one part-time employee.

The Foreman must have a working knowledge of highway systems that include building, repair, and ongoing maintenance of complex machinery and infrastructure. Applicants must have good verbal, computer, and written skills. Additionally, the position requires the ability to develop relationships with other town departments, residents, contractors, and vendors.

Minimum qualifications include having a high school diploma (or equivalent) plus 5 to 7 years of relevant technical and supervisory experience; a Class B Commercial Driver's License and experience with equipment involved in PW applications; considerable knowledge of road construction and maintenance to Vermont Agency of Transportation standards; and applicants must live within 15 miles of the Town of Killington.

This is an exempt position with a starting annual salary of between \$70,000 to \$80,000 and includes an excellent benefits package. For a full job description, please visit www.killingtontown.com or request it by calling 802-422-3241.

To apply, please send a cover letter and resume to Town Manager Michael Ramsey at townmanager@killingtontown.com or 2706 River Road, Killington, VT. The position will remain open until filled.

The Town of Killington is an Equal Employment Opportunity Employer.

Town Manager
Tel: 802-422-3241, x2
Fax: 802-855-5241



2706 River Road
P.O. Box 429
Killington, VT 05751
killingtontown.com

Job Description Highway Foreman

Employment Status: Full-Time

FLSA Status: Exempt

Primary Work Location: Highways Garage

Experience: 5 to 7 years of relevant technical and supervisory experience and a Class B Commercial Driver's License; experience with equipment involved in PW applications.

Role: The Highway Foreman is a leadership position within the Public Works Department responsible for managing the highway team and ensuring the effective and efficient operation of the department. The position also oversees the adjacent solid waste facility which consists of one part-time employee. The role requires strong leadership skills, the ability to make quick decisions, and a comprehensive knowledge of road construction and maintenance to Vermont Agency of Transportation standards. The Highway Foreman must live within 15 miles of the Town of Killington.

Duties and Responsibilities:

- Supervise Highway Department personnel and maintain accurate and timely records of all actions associated with their duties.
- Interpret and comply with all Town personnel policies and State and Federal Regulations.
- Carry out plans for maintenance and construction of all Town highways and related facilities. Maintain close communication and coordination with the town administrator and other departments regarding work priorities and project planning.
- Provide staff with training, feedback, and direction necessary to ensure timely and efficient completion of work projects.
- Conduct annual evaluations of staff in accordance with town personnel / performance evaluation.
- Plan and perform snow and ice removal activities on highways, sidewalks/walkways, and facilities.
- Ensure the quality of work projects such as grading, ditching, plowing, culvert repair and all other projects completed by the highway crew.
- Purchase necessary supplies in accordance with the Town Purchasing Policy.
- Perform maintenance, repair, and construction work on highways, sidewalks/walkways, and facilities.
- Operate hand tools, heavy equipment, light trucks, plow trucks, power tools, and other highway department equipment.
- Use chainsaw and other tools to cut brush and trees along roadside.
- Maintain inventory of equipment, parts and supplies.
- Exercise caution and always follow established safety rules and be respectful of Town property and equipment.
- Ensure completion of pre- and post-trip inspection reports for all Town highway vehicles and equipment.
- Ensure that Town equipment and vehicles are used for Town purposes only.
- Interact with the public in a positive manner that inspires confidence in the town.
- Ensure 24-hour monitoring of weather conditions and evaluate the need for snow and/or ice removal.
- Ensure Highway Department personnel operate equipment in a safe manner.

- Provide documentation such as daily worksheets and work plans to the Public Works Director.
- Carry out a regular maintenance schedule for all equipment within the department and maintain accurate records for each item.
- Work with the Public Works Director and Town Manager in developing the budget and work to complete all purchases within the budget.
- Maintain an overall work plan and goals to ensure efficient use of manpower, equipment, and other resources.
- Provide assistance to the Transfer Station Operator as needed, including maintenance of facility, special events, and coverage for time off.
- Perform other work as deemed necessary by the Public Works Director or Town Manager.
- Point of contact for after-hour road hazard emergencies such as fallen trees, ice/snow, road washouts, etc.
- Take individual responsibility for working in a safe manner.
- Performs other duties as assigned.

Abilities:

- Establish and maintain an effective working relationship with other employees.
- Exercise sound, independent judgment within established guidelines.
- Express ideas clearly and concisely, both orally and in writing.
- Assign and supervise the work of all personnel in an efficient and effective manner.
- Determine time and materials necessary to complete tasks.
- Excel in a team oriented, customer driven environment.
- Interpret associated state and federal regulations, guidelines, and all operations manuals.
- Develop institutional knowledge such as structure to avoid when plowing, techniques for plowing difficult sections, which routes to plow first, etc.
- Recognize maintenance and repair problems which could require significant maintenance if deferred.
- Perform moderately strenuous duties under varying weather conditions for long hours.
- Computer skills for email, internet browsing, and Microsoft Word.
- Be assertive and self-motivated.
- Accept constructive criticism.
- Communicate well with fellow employees and the general public.
- Act effectively in emergency and stressful situations by using good judgment, self-discipline, and courtesy.

Knowledge:

- Knowledge of management and leadership techniques.
- Town and Department policies and standard operating guidelines.
- Considerable knowledge of road construction and maintenance to Vermont Agency of Transportation standards.
- Knowledge of the methods, materials, tools and equipment used in the maintenance, repair and construction of highways, bridges, and other related highway and facilities operations including safety precautions.
- Supervisory principles and practices.

Requirements:

- High School, trade school, or equivalent.
- 5 to 7 years of relevant technical and supervisory experience.
- Class B Commercial Driver's License and experience with equipment involved in PW applications.
- Possess an acceptable past work record.
- Leadership and communication skills are essential.
- Live within 15 miles of the Town of Killington.

Physical:

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

- Manual dexterity is required for grasping and operating equipment.
- Hearing sufficient to accurately perceive information at spoken word levels.
- Walk, sit, climb, or balance; stoop, kneel, crouch, or crawl; and smell.
- Frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds usually in cooperation with other employee(s).
- Use specific vision abilities including close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- The worker is subject to inside and outside environmental conditions, including extreme heat and cold.

**This position description is a general guideline for work behavior and is not intended to be a comprehensive listing of all job duties. Therefore, it is also not, nor can it be implied to be, a contract of employment. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Applicants should submit a cover letter and resume highlighting their qualifications and experience to townmanager@killingtontown.com. The position will remain open until filled.