

DPW Foreman

Definition:

Under the direction of the Director of Public Works, responsible for directing work crews on highway, buildings, maintenance and cemetery projects, while acting as working foreman. Performs skilled manual labor and operates public works equipment.

Distinguishing Characteristics:

Performs work of a technical nature requiring the exercise of independent action and judgment in addressing varied, but commonly encountered activities/issues.

Errors could result in delay and monetary loss and require intervention by the Department Head to resolve.

Contacts are with Town departments, contractors, vendors and suppliers. Contacts require planning and coordinating work efforts and the resolution of operational problems/issues.

Supervises, trains and directs work crews. Assigns and reviews work, provides performance feedback, provides training and new employee orientation.

Work is performed predominantly outside where there is exposure to weather extremes. Requires working outside of normal scheduled work hours to respond to emergency situations, such as plowing and sanding to maintain street access. Work requires significant physical effort.

Examples of work:

Supervises work crews performing a wide variety of duties including, but not limited to, street and sidewalk repair and maintenance; catch basin, storm drain and drainage system repair and maintenance; snow plowing, shoveling and sanding streets; landscaping; maintaining playing fields; repairing and maintaining buildings and other municipal property; carpentry; moving furniture, and delivering supplies.

Operates heavy and light equipment necessary for the completion of projects including street sweeper, roadside mower, Class A and Class 2B motorized equipment. Performs manual labor as required to complete project.

Inspects work for quality/completion.

Conducts inspections of departmental vehicles and equipment. Maintains records and logs of maintenance schedules, and equipment use schedules. Conducts inventory of equipment and maintains records.

Responds to contractors', residents' and others' questions/issues regarding work projects and works to resolve complaints in coordination with Department employees.

Removes trees and branches along roadways and town properties.

Mows, trims and performs landscaping at the cemetery. Prepares sites for burials.

Secondary responsibilities:

- Assists at the Transfer/Recycle Center where needed.
- Assists Town departments with repairs, carpentry, maintenance or special projects, as requested.

Performs other position related duties, as assigned.

RECOMMENDED MINIMUM QUALIFICATIONS:

I – Education and Experience

High school diploma and three to five years experience in highway construction and maintenance programs, or any equivalent combination of education and experience.

II – Knowledge, Ability and Skills

Knowledge: Requires knowledge of practices associated with road repair, property maintenance, grounds maintenance, equipment maintenance and servicing and safety procedures and practices. Requires working knowledge of leadership and personnel principles.

Ability: Ability to establish and maintain effective working relationships with co-workers, and the general public. Ability to discuss, instruct and exchange information in a clear and understandable manner. Ability to build a positive team environment, and supervise and motivate employees. Requires good physical condition to perform heavy labor.

Skills: Proficiency in the use of hand tools, power tools, and light and heavy motorized equipment such as backhoes, bucket truck, front-end loader, road sweeper, catch basin cleaners and roadside mowers. Organizational and planning skills.

III – Special Requirements

Requires a valid Class D, Class B CDL/Hoisting 2B license upon hire. Trapping license desired within *x* years of hire.

IV- Physical Requirements

The physical demands listed are representative of those that must be met by the employee to successfully perform the essential functions of this job. Work is performed predominantly outside. Work frequently requires talking, hearing, standing, walking, bending/stooping, shoveling, raking and driving for extended work periods. Outside work requires exposure to weather extremes, noise, and working around equipment with moving mechanical parts.

While performing the duties of this job, the employee is required to use hands to finger, handle, or feel objects, tools, or controls. Work requires reaching with hands and arms, carrying/lifting (normally up to 60 pounds) and pushing/pulling.

The employee must have good vision to read general documentation, instruments and maps for analytical purposes and the ability to distinguish color. Requires depth perception and close vision to operate vehicles and equipment. Requires manual dexterity in combination with eye-hand coordination for efficient operation and repair of equipment.

The duties listed above are intended only as illustrations 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. This position description does not constitute an employment agreement between the Town and the employee and is subject to change by the town as the needs of the Town and requirements of the job change.

Position description received by: _____ Date: _____