

HINESBURG

JOB DESCRIPTION

ROAD FOREPERSON

HIGHWAY DEPARTMENT

FLSA Designation: Non exempt

Nature and Scope of Position

This is a working foreperson position that involves planning work projects, purchasing necessary supplies, interacting with the public, supervising a work crew, and skilled, technical work in the maintenance, repair, and construction of town highways and facilities.

The foreperson is expected to lead, teach, and manage the work of the department. The foreman must be familiar with all of the division's vehicles and equipment and understand how to operate them safely and efficiently.

This position requires good judgment to ensure the safety of the public and town employees. This position is responsible for the general supervision of about four employees.

This position occasionally requires significant physical effort and often requires moderate physical effort.

Work is performed under varying weather conditions, with exposure associated with traffic, equipment operation, and construction activities.

This position reports to the town manager or their designee.

Duties and Responsibilities:

- Supervise the day-to-day operations of the road crew.
- Assist the town manager with the development of an annual work plan, budget, and other planning and policy documents as may be required.
- Provide documentation such as daily work sheets and purchase orders to the town manager as requested.
- Maintain close communication and coordination with the town manager and other departments regarding work priorities and project planning.
- Serve as part of leadership team; participate in regular leadership team meetings with other department heads and the town manager.
- 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 policies.
- Plan and perform snow and ice removal activities on highways, streets, and facilities.
- Ensure the quality of work projects such as grading, ditching, plowing, culvert repair and all other projects completed by the town road crew.
- As necessary, meet with town residents regarding department concerns.
- Purchase necessary supplies in accordance with town procurement policy.

- Work closely with town manager to obtain grants; complete all necessary documentation and record keeping required for application and management of grants utilized by the department.
- Perform maintenance, repair, and construction work on highways, streets, 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.
- Interact with the public in a positive manner that inspires confidence in the town
- Designate acting foreman when absent.
- Perform regular and special maintenance on town equipment and vehicles.
- Ensure 24-hour monitoring of weather conditions and evaluate the need for snow and/or ice removal.
- Operate equipment in a safe manner.
- Perform other duties as assigned by town manager or their designee.

Requirements of Work

- Ability to operate all highway equipment, including but not limited to: plow truck, salt truck, chainsaw, grader, backhoe, excavator, and front end – loader.
- Ability to supervise staff and plan and coordinate work projects.
- Ability to perform regular maintenance on equipment and vehicles.
- Ability to use basic mathematics and writing.
- Ability to work as part of a team.
- Ability to complete projects requiring strenuous physical labor.
- Technical knowledge of highway construction practices.
- Light carpentry skills.
- Ability to develop institutional knowledge such as structures to avoid when plowing, techniques for plowing difficult sections, which routes to plow first, etc.
- Ability to lift and/or move up to 100 pounds.
- Ability to use multiple forms of vision, including close vision, distance vision, peripheral vision, night vision, and depth perception.
- Ability to recognize maintenance and repair problems which could require significant maintenance if deferred.
- Ability to perform moderately strenuous duties under varying weather conditions for long hours.
- Ability to work overtime.
- Ability to accept constructive criticism.

Education, Training and Experience

- Commercial driver's license.
- High school education or GED; five years experience in highway maintenance.
- Knowledge of highway construction procedures and methods.

Physical Demands / Work Environment

This is a physically demanding, outdoor job requiring the use of hands to operate equipment, and the ability to stand, talk, and hear. The employee is often required to walk; sit for long periods of time; climb or balance; stoop, kneel, crouch, or crawl. While performing the duties of this job, the employee regularly works in inclement weather conditions. The employee frequently works near moving mechanical parts and is often exposed to wet and / or humid conditions and vibration.