

TOWN OF HAMPSTEAD

POSTION: Highway Working Foremen

FLSA STATUS: Non-exempt

LABOR GRADE: 7

DEPARTMENT: Highway

REPORTS TO: Appointed Road Agent

DATE: August 2022

GENERAL SUMMARY:

Performs responsible technical and physical work in supervising and coordinating the activities of employees engaged in a variety of Highway projects, including the construction, summer and winter maintenance, repair of streets, sidewalks, and bridges. This is a Working Foreman position. Performs all other work as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

(The essential functions or duties listed below 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.)

- Assembles assigned crew, materials, and equipment necessary to complete projects.
- Trains and guides subordinates, checking to be sure instructions are being followed and for adequacy of work and safety. Plans amount of work to correspond with workday.
- Supervises or serves as lead worker in diversified projects involving repairs of roads, bridges, and sidewalks, performs building maintenance; performs asphalt paving, roadside landscaping, curbing, culvert and catch basin laying, setting and maintenance. May be required to work on projects with other departments or surrounding Towns.
- Supervises snow removal, salting, sanding, and street sweeping crews, as necessary. Prepares equipment for winter storms.
- Responsible for organization, scheduling and project management for efficiency and safety.
- Maintains an effective preventive maintenance schedule for the equipment.
- Inspects vehicles and equipment and recognizes the need for repair. Maintains clean equipment and vehicles.
- Operates all equipment and trucks as necessary including chain saws and hand tools.
- Makes maintenance repairs; welds and modifies equipment; fabricates new parts, as necessary.
- Purchases, under direction of the Highway Manager, equipment and materials for maintenance and repairs.
- Schedules equipment rental and/or coordinates projects with surrounding Towns.
- Assists with the development of policies and procedures for the Highway Department.
- Monitors roadway conditions for tree limbs, litter, debris, etc.
- Monitors employee behavior to ensure it is consistent with town policies, procedures, and the Personnel Manual.
- Assists with forecasting and call-outs, and with cost control and overtime budgets.
- Participates in snow removal, salting and sanding and street sweeping.

- Requires availability for work during winter storms, adverse weather conditions, flooding, or any type of disaster.
- Works in a safe and healthy manner.
- Performs similar or related work as required, directed or as situation dictates.

RECOMMENDED QUALIFICATIONS:

EDUCATION, TRAINING AND EXPERIENCE:

High School Diploma; experience in a supervisory position with experience in heavy equipment operation and highway maintenance; or an equivalent combination of education and experience.

KNOWLEDGE, ABILITY AND SKILL:

Knowledge: Knowledge of methods, materials, and equipment used in construction, maintenance and repair of street surfaces, curbs, and drainage structures. Knowledge of road and drainage construction. Working knowledge of the occupational hazards and safety precautions of the trade. Must be able to comprehend brief instruction to carry out complex situations related to street maintenance and department policies. Must be educated in snow and ice removal and acquire all materials available for snow and ice treatments. Working knowledge of heavy and special equipment operation and mechanics. Working knowledge of construction, maintenance, and repair activities.

ABILITY: Ability to read and interpret work orders. Ability to understand, follow and make oral and written instructions. Ability to complete and keep reports and maintain records. Ability to delegate and distribute personnel. Ability to direct, coordinate and review the work of subordinates. Ability to follow proper methods, procedures, and safety precautions. Ability to establish and maintain working relationships with subordinates and superiors.

SKILL; Position requires some data entry, word processing and spreadsheet use, capable of internet access, mainly for parts lookup and accessing information and purchases of parts and equipment. Skill in operating above mentioned equipment.

PHYSICAL REQUIREMENTS:

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.

Moderate to heavy physical effort is often required to perform functions which involves frequent lifting of up to 60 pounds and occasionally lifting more than 100 pounds. Employee is required to drive heavy equipment for long periods of time during all types of weather conditions. While performing the functions of this job, the employee is required to stand, walk, talk, sit and hear for extended periods. Regularly required to use hands to finger, handle, feel objects, tools, or controls; reaches with hands and arms, crawls, and climbs. Vision and hearing must be at or correctable to normal ranges.

SUPERVISION:

Supervision Scope: Performs varied duties of a routine to complex nature following acceptable standards of quality and performance. Duties often require the exercise of judgment in operating and

maintaining a variety of public works equipment and in applying technical expertise to a particular situation.

SUPERVISION RECEIVED: Works under the general supervision of the appointed Road Agent.

SUPERVISION GIVEN: Supervises up to six full-time employees.

JOB ENVIRONMENT :

- Work is performed in highway conditions, with frequent exposure to exhaust fumes, chemicals, oil, dust, and other airborne particles; work is also performed outdoors at which time the employee may be exposed to weather extremes of hot and cold temperatures and inclement weather. The employee is required to traverse uneven terrain and is subject to the hazards associated with working around heavy equipment. Work environment is loud to very loud.
- Operates light trucks, heavy equipment, hand/power/pneumatic tools, office machines and telephones.
- Interacts with town employees, other departments, and the public. Communication is generally in person and by telephone and involves an information exchange dialogue. Employee is required to work beyond normal business hours in response to emergency situations.
- Errors in judgment may impose undue and substantial expense recovering from errors, result in delays or loss of service, cause damage to buildings and/or equipment, injury to others and legal and/or financial ramifications.

(This job description does not constitute an employment agreement between the employers and is subject to change by the employer as the needs of the employer and requirements of the job change.)

KNOWLEDGE:3

SUPERVISORY CONTROLS: 4

GUIDELINES:2

COMPLEXITY:2

SCOPE AND EFFECT:3

PERSONAL CONTACTS:2

PURPOSE OF CONTACTS:2

PHYSICAL DEMAND:3

WORK ENVIRONMENT:3

SUPERVISORY AND MANAGEMENT RESPONSIBILITY:3