

**Position Purpose:**

The Foreman performs supervisory, administrative, construction and repair work directing work crews undertaking public works assignments. Performs all other related work as required.

**Essential Functions:**

*(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.)*

- Supervises work crews and other DPW employees. Schedules day to day operations and assists in long term projects.
- Ensures safety (OSHA) regulations are being followed.
- Coordinates and runs snow and ice operations under Superintendent's direction; ordering of materials; scheduling crews and operations.
- Maintains roads for public safety; pot holes, plowing, salting, and other road maintenance.
- Collaborates with lead mechanic to ensure that all department vehicles are operational.
- Coordinates and schedules response to emergency storm events with the DPW Superintendent. Coordinates and schedules with all outside vendors per DPW Superintendent.
- Coordinates with other department heads for special events, town meetings, elections, parades, etc. and schedule accordingly.
- Performs cemetery duties including, maintenance for funerals, selling lots, maintaining the grounds.
- Occasionally assists the water department and light department as needed.
- Oversees the grounds department including mowing, trimming, and cleanups of grounds.
- Performs tree work when necessary.
- Required to attend training programs and seminars to stay abreast of emerging trends and changes in the industry.
- Maintains department activity records; prepares oral and written reports for Superintendent. Handles basic budgetary tasks.
- Represents the Department of Public Works on the Town's Executive Safety Committee to review accidents, workers' compensation claims, and to provide the necessary training to control or eliminate recurrence.
- Works with engineering, design, and construction projects for the department; occasionally lays out horizontal and vertical control for construction projects; plans and schedules contractors; inspects work during construction phase for compliance; prepares requisitions for payment; prepares project reports as needed.
- Performs similar or related work as required, directed or as situation dictates.

**Recommended Minimum Qualifications:****Education, Training and Experience:**

High school diploma or equivalent is required; additional specialized course work in the trades is helpful; five years of progressively responsible experience in the maintenance of public works construction, public grounds, and cemeteries, including supervisory experience; or an equivalent combination of education, training and experience. Must possess a valid Commercial Driver's License (CDL) Class B, Hoisting Class 2A and OSHA 10.

**Knowledge, Ability and Skill:**

*Knowledge:* Knowledge of the materials, methods, and techniques relative to public works projects and issues. Thorough knowledge of the materials, methods, and techniques relative to grounds and maintenance. Knowledge of snow and ice control techniques and practices. Technical and practical knowledge of the materials, methods and techniques required in field maintenance. Knowledge of irrigation and drainage systems. Knowledge of maintenance of machinery, equipment and tools and knowledge of purchasing procedures.

*Ability:* Ability to program and schedule activities on a long-term and short-term basis and estimate job and productivity levels necessary to complete tasks. Ability to deal effectively and diplomatically with the general public and other town employees. Ability to supervise, train and evaluate staff and the ability to plan and communicate effectively.

*Skill:* Excellent oral and written communication skills. Ground maintenance skills and basic budgetary skills.

### **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*

While performing the duties of this job, minimum physical effort is required to perform administrative duties. Field work requires moderate effort. The employee is frequently required to stand, walk, sit, speak, and hear, reach with hands and arms, use hands to operate equipment, stoop, and bend. Employee may occasionally lift and/or move objects weighing up to 100 pounds. Vision and hearing at or correctable to normal ranges.

### **Supervision:**

*Supervision Scope:* Performs various duties of a routine to complex nature following acceptable standards of quality and performance, requires independent judgment in determining methods of completion and carrying out assignments.

*Supervision Received:* Works under the administrative direction of the Public Works Director; performs responsible functions of a complex and technical nature involving the exercise of considerable judgment in the application and interpretation of building codes and other regulations.

*Supervision Given:* Supervises full-time and seasonal employees; hires, fires, and disciplines.

### **Job Environment:**

- Administrative work is performed under typical office conditions; regular field work is performed with some exposure to variable weather conditions, loud noise and near moving mechanical parts. The employee is on-call to respond to weather-related emergencies.
- Operates computer, calculator, copier, facsimile machine, and other standard office equipment, and an automobile, light trucks, heavy equipment and hand and power tools.
- Contacts are by phone, through correspondence in writing and email, and in person; contact is with the vendors, funeral homes, and the general public; consist of an information exchange dialogue, discussing routine and semi-complex issues.
- Has access to department confidential information, including bid documents.
- Errors could result in injury to others, damage to buildings and/or equipment, delay, or loss of service, and monetary loss.

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

***Pay Equity/Equal Opportunity/Americans with Disabilities Act Employer***