

**TOWN OF EAST HADDAM
PUBLIC WORKS ROAD FOREMAN**

Exempt

Position Purpose:

The purposes of this position are to supervise, participate and implement the programs and activities of the Public Works Department in the functional areas of road, sidewalk, maintenance, and repair; storm water drainage/flood control management; and snow removal. The Public Works Road Foreman is required to exercise judgment in administering and implementing the department functions and is responsible for maintaining and improving upon the efficiency and effectiveness of all areas under their direction and control.

Supervision:

Supervision Scope: Supervisory responsibilities requiring knowledge of public works functions such as: road construction, snow removal and drainage maintenance.

Supervision Received: Works under the direction of the Public Works Director; follows established policies where appropriate.

Supervision Given: Supervises all public works driver/laborers in the road division; prioritizing projects, assigning daily job assignments, creating yearly job schedules, participates and instructs all road construction and maintenance, providing instructions as needed, and monitoring performance.

Job Environment:

Administrative work is performed in a moderately noisy office; frequently position is required to perform inspections of work crews or use of CDL truck or heavy equipment which could be a very loud situation, under prevailing weather conditions, including extreme hot and cold and the hazardous and very noisy conditions associated with road construction or building maintenance and vehicle repair.

Requires the operation of an automobile, light truck, CDL truck, heavy equipment, telephones, computers, copiers, and other standard office equipment, occasionally use of pneumatic tools and hand tools. Due to the nature of the position, work for extended periods of time beyond the normal workday may either be assigned or required.

Makes frequent and periodic contact with other municipal departments, vendors and contractors and the public; communication is frequently in person, by telephone, email or at meetings.

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, participates, assigns, and implements the operations of the Public Works Laborers handling maintenance of all town roads, drainage, mowing and emergency response.
- Supervises, participates, assigns, implements, and inspects all: road maintenance and reconstruction projects; the installation and repair of storm drainage systems; the repair and cleaning of catch basins; seasonal maintenance activities such as, road grading and street patching; street sweeping; roadside mowing; tree removal; ice control and snow plowing operations.

- Understands surveying stakes and grade markings as well as understanding of Digital computer aided construction drawings formerly known as blueprints.
- Identifies easement limits and edges of right of way.
- Has thorough knowledge of equipment necessary to complete assigned tasks such as backhoe, motor grader, articulated loader, tractors, roller and roadside mower with boom, street sweeper, hand tools and mowing machines.
- Implements and participates in emergency storm response system; including plowing, and sanding of roads; inspects roads and bridges to ensure that driving conditions are safe.
- Assists with bid specifications for the purchase of all department equipment, materials, and supplies; works with vendors to acquire appropriate supplies and materials for various projects; research prices of supplies and materials.
- Assures safe working conditions for employees as required by State and Federal Agencies. Review and enforce DEEP, EPA, OSHA and other public safety and health directives, mandates, regulations, and ordinances.
- Driving a snowplow and operates heavy equipment as needed.
- Assigns, evaluates, and supervises staff. Consults with Public Works Director on such personnel actions as discipline and obtains approval for such personnel actions. Provides performance feedback and input into performance reviews.
- Assists with preparation of budget.
- Maintains records of all activities conducted by crews, and all infrastructure maintained by Public Works.
- Operates a computer to perform administrative tasks such as email, call before you dig tickets, data entry for processing work orders, uses work order system to assign and track daily work activities.

Other Functions:

- Performs related work as required.
- Coordinates joint efforts involving snow removal and maintenance functions with the Facilities Director, BOE and Public Works Director.
- Continues professional development
- Assist with administrative tasks
- Must be able to work more than normal 8-hour workday when required to implement work orders for inclement/severe weather conditions

Minimum Required Qualifications:

Education, Training and Experience:

The qualifications required would generally be acquired with a High School diploma or graduation from a vocational school or GED equivalent certificate and two years increasingly responsible work in public works (or equivalent) and activities including two years responsible supervisory experience in public works maintenance or construction work; or an equivalent combination of experience, education, and training.

Special Requirements:

Connecticut Commercial Operator's License – CDL

Knowledge, Ability and Skill:

Knowledge: Thorough knowledge of the methods, materials and equipment used in the maintenance and construction of municipal roads and drainage systems; knowledge of the methods, techniques, materials, and equipment used in road repair, construction and reconstruction operations; knowledge of work hazards, safety practices and federal and state laws relating to safety; knowledge of computer applications appropriate for office.

Ability: Ability to inspect work at various stages of completion to ensure conformance to standards; ability to complete projects in timely manner; ability to purchase public works equipment, materials and supplies; ability to establish and maintain effective working relationships with town staff and the public; ability to handle multiple projects and programs at one time; ability to assign, train, and supervise program and staff; ability to manage and administer contracts for service; ability to organize and direct emergency response programs; ability to prepare reports and maintain records; ability to operate CDL and heavy equipment.

Skill: Verbal and written communication skills; aptitude for working with drawings; skill in using the above-mentioned office equipment; skills associated with the supervision of staff; aptitude for working with people and maintaining effective working relationships with various groups; skills associated with handling numerous projects at one time.

Physical and Mental Requirements:

Work Environment

| | None | Under 1/3 | 1/3 to 2/3 | Over 2/3 |
|--|------|-----------|------------|----------|
| Outdoor Weather Conditions | | | | X |
| Work in high, precarious places | | X | | |
| Work with toxic or caustic chemicals | | X | | |
| Work with fumes or airborne particles | | X | | |
| Non weather related –extreme heat/cold | X | | | |
| Work near moving mechanical parts | | | X | |
| Risk of electrical shock | | X | | |
| Vibration | | X | | |
| Other-Work near heavy equipment | | | X | |

Physical Activity

| | None | Under 1/3 | 1/3 to 2/3 | Over 2/3 |
|---|------|-----------|------------|----------|
| Standing | | | | X |
| Walking | | | X | |
| Sitting | | | X | |
| Talking & Hearing | | | | X |
| Using hands/fingers to handle/feel | | | | X |
| Climbing or balancing | | X | | |
| Stooping, kneeling, crouching, crawling | | | X | |
| Reaching with hands and arms | | | X | |
| Tasting or smelling | | X | | |
| Bending, pulling, pushing | | | x | |
| Other-Describe | | | | |

Lifting Requirements

| | None | Under 1/3 | 1/3 to 2/3 | Over 2/3 |
|--|------|-----------|------------|----------|
| | | | | |

| | | | | |
|------------------|---|--|---|---|
| Up to 10 pounds | | | | X |
| Up to 25 pounds | | | | X |
| Up to 50 pounds | | | | X |
| Up to 75 pounds | | | X | |
| Up to 100 pounds | | | X | |
| Over 100 pounds | X | | | |

Noise Levels

| | None | Under 1/3 | 1/3 to 2/3 | Over 2/3 |
|--|------|-----------|------------|----------|
| Very Quiet (forest, isolation booth) | X | | | |
| Quiet (library, private office) | X | | | |
| Moderate noise (computer, light traffic) | | X | | |
| Loud Noise (heavy equipment/traffic) | | | X | |
| Very Loud (jack hammer work) | | | X | |

Vision requirements

- Close vision (i.e. clear vision at 20 inches or less)
- Distance vision (i.e. clear vision at 20 feet or more)
- Color vision (i.e. ability to identify and distinguish colors)
- Peripheral vision (i.e. ability to observe an area that can be seen up and down or left and right while the eyes are fixed on a given point)
- Depth perception (i.e. three dimensional vision, ability to judge distances and spatial relationships)
- No special vision requirements

(This job description does not constitute an employment agreement between the employer and employee. It is used as a guide for personnel actions and is subject to change by the employer as the needs of the employer and requirements of the job change.)