

NORTHFIELD MUNICIPAL JOB DESCRIPTION

HIGHWAY FOREMAN

Job Title: **Highway Road Foreman**

Department: **Highway Foreman**

Reports To: **Town Manager**

FLSA Status: **Non-exempt**

NATURE OF WORK:

This is a working foreman position that involves planning work projects, purchasing necessary supplies, supervising a work crew, and skilled, technical work in the maintenance, repair, and construction of town highways and facilities. The foreman is expected to lead in managing the work of the department.

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

DUTIES AND RESPONSIBILITIES:

- Supervise the day-to-day operations of the highway crew;
- Assist the Manager in the development and implementation of 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 Manager as requested;
- Maintain close communication and coordination with the Manager regarding work priorities and project planning;
- Supervise highway employees; provide training, feedback, and direction necessary to ensure timely and efficient completion of work projects;
- 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;
- Purchase necessary supplies in accordance with town procurement policy;
- 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;
- Interacts with the public in a positive manner that inspires confidence in the town;
- Perform regular and special maintenance on town equipment and vehicles;
- Monitor weather conditions and evaluate the need for snow and/or ice removal
- Performs any other duties assigned by the Manager.

WORK REQUIREMENTS

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

QUALIFICATIONS

Education, Training and Experience

- CDL-Class B license required;
- High school education or GED; ten years experience in highway maintenance is preferred;
- 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. 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.