

# **Town of Starksboro**

## **Job Description**

### **Road Foreman**

FLSA Designation: Exempt  
Hours per week: 40 plus overtime as required

#### **Scope of Position:**

This is a working foreman position and is responsible for all aspects of maintaining the town roads. The position involves planning work projects, purchasing necessary supplies, supervising the road crew, and skilled, technical work in the maintenance, repair, and construction of town roads and facilities.

The foreman is expected to lead, teach and supervise the road crew and must be familiar with all the town's vehicles and equipment and understand how to operate them safely and efficiently.

The position requires good judgment to ensure the safety of the public and town employees.

#### **Duties and Responsibilities:**

- Supervise the road crew; provide training, feedback and direction as needed.
- Develop and implement work plans, budgets, reserve funds and other required documents.
- Approve invoices, time sheets, purchase orders, driveway permits and other highway/road related documents.
- Communicate with the Selectboard regarding work plans, budgets and other issues that may occur.
- Plan and perform snow and ice removal activities on town roads and facilities.
- Plan and perform work projects such as grading, ditching, plowing, culvert repair and other projects as required. Ensure the quality of work on projects performed by the road crew.
- Purchase necessary supplies.
- Perform maintenance, repair, and construction work on town roads 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 professional manner.
- Perform regular and special maintenance on town equipment and vehicles.
- Monitor weather conditions and evaluate the need for snow and/or ice removal.
- Operate equipment in a safe manner.
- Other duties necessary for the proper maintenance of town roads, equipment and facilities.

### **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/train staff and plan and coordinate work projects.
- Ability to perform regular maintenance on equipment and vehicles.
- 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, planning routes to plow, 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 added cost if deferred.
- Ability to perform moderately strenuous duties under varying weather conditions for long hours.
- Ability to work overtime.
- Ability to work safely around machinery and hazardous materials (fuel, solvents, etc.)
- Ability to accept and provide constructive criticism.

### **Education, Training and Experience:**

- Commercial driver's license.
- High School education or GED; three 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.

Much of the job takes place in a public environment. The employee must be able to work during distractions, and maintain a professional demeanor during public encounters.