

# TOWN OF SHARON

## ROAD FOREMAN JOB DESCRIPTION

**FLSA Status:** Exempt, but receiving overtime pay

**Full-time**

**Reports To:** Selectboard

**Work Hours:**

In general, regular work week hours are 6:30 am to 3:00 pm, Monday through Friday. However, hours will vary depending upon weather conditions, projects, and the needs of the municipality. Severe weather and certain projects may require overtime hours and may require work on Saturdays, Sundays, and holidays.

**OBJECTIVE/PURPOSE**

Under the direction of the Selectboard, this position is a working supervisor role that plans and oversees all municipal highway operations in order to advance the safe and effective functioning of the highway department, including municipal construction projects and maintenance of municipal roads, sidewalks, vehicles, and equipment.

**DUTIES AND RESPONSIBILITIES**

- Leads and supervises all highway maintenance employees.
- Plans, schedules, oversees, and implements all highway maintenance activities.
- Facilitates federally required drug testing requirements for prospective hires and random drug testing of current employees; coordinates scheduling with the “Designated Employer Representative.”
- Provides frequent, timely, and respectful performance feedback to employees and conducts meaningful employee performance reviews, documented in writing, at least annually.
- Prepares annual highway budget for review by the Selectboard.
- Advises Selectboard on capital projects and equipment purchases; researches and prepares bidding specifications.
- Purchases necessary supplies.
- Regularly updates the Selectboard on the status of roads, municipal projects, equipment and training needs.
- Works with Selectboard to apply for, obtain, and manage grants, including all necessary documentation and recordkeeping.
- Ensures continual weather condition monitoring to evaluate the need for snow and ice removal and other weather related maintenance requirements.
- Tracks the use of materials, application rates of sand and salt, vehicle maintenance and related records using electronic or other means.
- Operates commercial motor vehicles and other related equipment while performing and overseeing the timely and effective maintenance of all municipal roads and rights of way (ROW).
- Identifies, oversees and performs the timely and effective maintenance and repair of all municipal roads, ROW, and drainage systems.
- Performs and oversees needed manual work such as: shoveling, sign repair and installation, flagging, trash/debris removal, soil/asphalt compaction and all related work.

- Performs and oversees maintenance (including washing and cleaning) and minor repairs on municipal trucks and equipment, ensuring that regular oil changes, light bulb replacement, lubrication, tire inflation and other needed maintenance take place to preserve vehicle longevity and ensure safe operation. This may require contracting with outside vendors when necessary.
- Performs periodic safety inspections of municipal vehicles including: brake system, tires, windshield and wipers, hoses, fluids, tie rods, ball and socket joints, lights, turn signals, etc. to ensure all are in proper operating condition.
- Oversees a neat and orderly storage and work space.
- Maintains a robust department safety program. Ensures all applicable and proper safety procedures are followed. Ensures road crew participation in all available and appropriate safety training offered.
- Sets example for employees by following safety precautions and procedures at all times, including wearing personal protective equipment (PPE).
- Ensures that all interactions with colleagues, municipal officials and the public are respectful, courteous and helpful.
- Ensures effective response to requests and concerns expressed by the public.
- Responsible for meeting all recordkeeping requirements including: employee timesheets, work logs, vehicle logs, purchase orders and all first reports of injury within 72 hours.
- Complies with all municipal policies and state and federal regulations.
- Performs other duties as assigned.

#### **KNOWLEDGE, SKILLS AND ABILITIES**

- Supervisory experience that demonstrates effective supervisory skills including the ability to provide timely constructive feedback.
- Construction or public works experience driving dump trucks and plowing snow as well as experience operating heavy equipment is required.
- Must demonstrate excellent judgment, decision making, customer service, communication skills, and strategic planning abilities.
- Must be able to operate municipal trucks while seated for long periods of time.
- Must be able to drive plow truck while working plow controls.
- Requires considerable knowledge of maintenance and repair procedures required for safe equipment operation.
- Must anticipate, recognize, communicate and respond to maintenance and repair needs to prevent problems with safety, malfunction or the greater cost of postponed repairs.
- Must demonstrate good judgment and quick reaction time to prevent accidents and respond appropriately in the event of an emergency.
- Must have good peripheral vision, spatial orientation and depth perception for safe driving and equipment operation and accident avoidance.
- Must have ability to withstand exposure to varying weather conditions while exerting physical effort for long shifts.
- Must have ability to climb up and down ladders, climb into and out of large vehicles and heavy equipment safely.
- Must have ability to stand and work over uneven or slippery terrain is required
- Must have ability to bend/crouch.
- Must be able to read, comprehend and follow written and verbal directions and instructions.
- Must maintain strong safety awareness, problem solving and critical thinking skills.
- Must have ability to maintain composure and interact tactfully with people.
- Requires considerable knowledge of maintenance and repair procedures required for safe equipment operation.
- Requires awareness of safe excavation and trenching practices.

- Requires strong knowledge of safety practices required for gravel pit operations.
- Must be willing to receive and apply constructive feedback, and accept and implement determinations made by the Selectboard.

### **EDUCATION AND TRAINING**

- High school diploma or equivalent required or two years of relevant experience required
- Valid driver's license and clean driving record are required;
- Valid Commercial Drivers License (CDL) Level A or B, with medical card, required;
- OSHA 10-hour or 30-hour certification required.
- Masters level of the Vermont Local Roads "Road Scholar Program" program is highly desirable.

### **TOOLS/TECHNOLOGY**

- Must safely operate machinery and equipment including but not limited to: plow truck, dump truck, loader, grader, backhoe, tractor, roadside mower, compactor, power washer, etc;
- Must safely use hand tools and power tools a chain saw;
- Must demonstrate computer literacy that includes: email, data entry, basic spreadsheet work, computerized timekeeping, online training, internet searches, etc.
- Ability to quickly learn and effectively use software programs.

### **PHYSICAL AND MENTAL DEMANDS**

- Must be able to communicate clearly.
- Must be able to evaluate and solve problems.
- Frequently and repeatedly lifts or moves up to 50 pounds and occasionally lift or move up to 100 pounds.
- Dexterity and visual acuity needed to safely drive and operate manual and power tools.
- Drives a municipal vehicle for prolonged periods of time that include darkness and challenging weather conditions. Must be able to go from sedentary driving position to several hours of manual labor and vice versa.
- Physical demands include: constant reaching, frequent walking, prolonged sitting, prolonged standing, frequent climbing up and down, and frequent grasping.
- Must have good vision (with or without corrective lenses), peripheral vision, spatial orientation, and depth perception.
- Must be able to respond immediately to vehicle horns and voice communication.
- Must adhere to all federal drug and alcohol testing requirements for drivers of Commercial Motor Vehicles.

### **WORK ENVIRONMENT/CONDITIONS**

- Most work occurs in trucks, outdoors on municipal roads, or in municipal garage.
- Frequent overtime is required during winter months, with highly variable work schedules, including nights and weekends.
- Exposure to rain, snow, ice, heat, cold, and other extreme weather conditions for long periods.
- Exposure to biting insects, plants, and other wildlife.
- Exposure to moving mechanical parts, roadside danger, loud noise, and vibration.
- Walking/movement occurs over uneven or slippery ground, hillsides, ditches, brooks, etc.
- Weekend and night on-call hours required during winter season.

### **DISCLAIMERS**

- The above information is intended to describe the general nature of this position and is not to be considered a comprehensive statement of duties, activities, responsibilities, and requirements.

Additional duties, activities, responsibilities, and requirements may be assigned, with or without notice, at any time.

- This job description is not an employment contract nor is it a promise of work for any specific length of time.

**EQUAL EMPLOYMENT OPPORTUNITY**

The Town of Sharon is an Equal Employment Opportunity employer.

**SIGNATURES**

**Employee Acknowledgement**

I have received and understand the requirements, essential functions and duties of this position.

\_\_\_\_\_  
Employee Signature, Date

**Selectboard Approval**

\_\_\_\_\_  
Selectboard Chair Signature, Date