

## **Job Description**

**Title:** Highway Foreman

**Supervision:** Hired by the Select Board and Director of Operations. Reports to Director of Operations.

**Hours/Compensation:** This position is a full time, hourly, non-exempt position. Any hours over 40 hours must be approved by the immediate supervisor. The basic work week shall be five (5) consecutive days per week, Monday – Friday. Your supervisor may establish irregular work schedules due to seasonal or other workload requirements. Due to the nature of the job additional hours beyond the normal workweek may be necessary.

**Benefits:** Full benefits. Please see the Employee Manual for more details.

**Job Environment:** The nature of duties require the employee to frequently conduct work outdoors and involve the presence of unpleasant or irritating elements, such as odors, toxins/fumes, dust, loud noises, electricity, explosive materials, smoke, heat, cold, oil, dirt or grease. Work may be performed outdoors regardless of weather conditions. The employee is required to work beyond normal business hours to attend evening meetings and in response to man-made or natural emergency situations on a 24/7 basis, 365 days per year.

**Responsibilities:**

*The essential duties and responsibilities listed include the minimum requirements for the position. This position includes additional duties that are a natural progression from that position's essential duties. The omission of specific statements of duties does not exclude them from the responsibility of the employee in the position if the work is similar, related, or a logical assignment to the position.*

- Assumes all responsibilities of the Director in his/her absence.
- Receives all instructions from the Director, and is responsible for assigning jobs and duties to the other members of the crew, and supervise same.
- Maintain the roads, bridges, buildings, machinery and vehicles and any other functions the director may assign him, and work under the supervision of the Director.
- Shares the responsibility of the “road watch” during the winter months, and is expected to plow and sand with a regular route
- Expected to plow snow, operate and maintain all heavy equipment the Town may own (grader, loader, dump truck, etc.) or rent, cut brush & trees, work on road repairs, keep culverts open, cut shoulders, Town building maintenance, transfer station maintenance, mowing of intersections and town properties, and any other duties the

Director shall assign that is needed to keep the Town of Monterey's highways, buildings and properties in good condition.

- Operate and maintain all equipment and keep all licenses current for the operation of the equipment (CDL, Hoisting). Must hold a current DOT medical card.
- Performs many other duties as needed, e.g. Cutting brush & trees, keeping culverts free and clear of debris, cutting shoulders, mowing grass, grading roads, paving projects, Town hall maintenance, transfer station maintenance, and any other duties that the Director shall delegate to keep the Town of Monterey's highways, buildings and properties in good condition.
- Bring to the attention of the Director any problems he/she is unable to solve and report any unsafe conditions to Director that must be addressed immediately.
- Assist Director in project planning and equipment replacement.
- This position requires mandatory overtime during the winter for snowplowing and during any other Town emergency as necessary.

**Recommended Minimum Qualifications:**

**Education & Experience:**

- Must have a High School Diploma or GED with 3-5 years of construction, heavy vehicle driving and/or heavy equipment operation experience.
- Must have hoisting, CDL-B, 2A (minimum) & 4G licenses
- While performing the functions of this job, the employee is required to sit, stand, walk and listen for extended periods; may come in contact with toxic or caustic chemicals and risk of electrical shock; uses hands to finger, handle, or feel objects, tools, or controls; reaches with hands and arms; kneels and bends to work on equipment; specific vision abilities required include close and distance vision, peripheral and depth perception and the ability to adjust focus; ability to operate a vehicle and heavy equipment accurately and efficiently; ability to frequently lift up to 60lbs and occasionally lift up to 100lbs; must be able to hear normal sounds, distinguish sound as voice patterns or vehicle sounds and communicate through human speech.

**Knowledge, Ability and Skill:**

*Knowledge:* Thorough knowledge of public works construction procedures and regulations. Thorough knowledge of safety regulations involving the use of heavy equipment.

*Skill:* Skill in using large snow removal equipment, mowing equipment and various heavy equipment, power tools and hand tools.