

TOWN OF NORTH STONINGTON

ASSISTANT HIGHWAY FOREMAN JOB DESCRIPTION

NATURE OF WORK: The Assistant Highway Foreman assists the Highway Foreman in planning and performing the work of employees engaged in the repair and maintenance of Town roads, highways, bridges, grounds, Town-owned buildings, schools, parks and recreational facilities. This position requires maturity, observation and communication skills, accuracy, and the exercise of independent judgment and initiative.

SUPERVISION RECEIVED: The Assistant Highway Foreman receives direction from the Highway Foreman and the First Selectman.

SUPERVISION EXERCISED: The Assistant Highway Foreman assists in the supervision of the employees in the Highway Department and contracted services personnel, as assigned.

ESSENTIAL FUNCTIONS:

Assists in planning and organizing the activities of the Highway Department.

Maintains the Town's infrastructure including all roadways, bridges, sidewalks, highway appurtenances, and buildings.

Assists in the preparation of the Highway Department budget, bids and contracts.

Performs all functions of the Highway Department, including repair and reconstruction of roads, laying and repairing drainage pipe; construction, repair and cleaning of catch basins; street sweeping/plowing and removal of snow and ice from Town roads; and general care and maintenance of Town roads.

Operates all equipment used in Highway Department operations, including, but not limited to, trucks, plows, backhoe, pay-loader, sweeper, mowers, grader, jet truck, etc.

Inspects and/or repairs streets, drainage systems at frequent intervals to insure that all aspects of the systems are functioning properly.

Prepares and maintains a variety of records relating to inspections and maintenance activity; keeps records of work, as required.

Determines the locations of gas, telephone, power, television, water and sewer lines from the appropriate sources prior to excavation.

Insures proper maintenance of equipment and tools by cleaning and checking equipment and tools after use.

Performs routine inspections and preventive maintenance on assigned equipment; reports/refers defects or needed repairs to supervisor.

Performs all duties in conformance with appropriate safety and security standards.

Performs required labor involved in construction and maintenance projects as part of a crew, including pavement cutting, ditch digging, pipe repair, laying and backfilling.

Assists in training lower level employees.

Establishes and maintains effective and courteous working relationships with Town Officials, public officials, the general public, other departments and agencies, and co-workers.

Attends work regularly; available to work long and/or flexible hours pursuant to the needs of the Town.

******* The duties listed above 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*******

OTHER JOB FUNCTIONS

Performs related duties and responsibilities as required.

QUALIFICATIONS PROFILE

Knowledge, Skills and Ability

Knowledge of road maintenance and/or maintenance support methods and procedures.

Knowledge of the materials, supplies, and equipment used in road maintenance, repair and construction.

Knowledge of machines and tools generally used in Highway Department work, including their designs, uses, repair and maintenance.

Knowledge of the occupational hazards and safety precautions associated with Highway maintenance and repair projects.

Knowledge of the hazards and safety precautions of the work and the ability to follow safety guidelines and perform work safely.

Ability to use machines and tools generally used in Highway Department work.

Ability to perform heavy manual tasks for extended periods of time.

Ability to communicate effectively verbally and in writing, to understand and follow written and oral instructions, to read and write English, and to comprehend procedures, policies, documents, and directives that are necessary to the safe performance of the job.

Ability to perform all functions of the Highway Department, including repair and reconstruction of roads, laying and repairing drainage pipe; construction, repair and cleaning of catch basins; street

sweeping/plowing and removal of snow and ice from Town roads; and general care and maintenance of Town roads.

Some knowledge of effective supervisory practices.

Some ability to plan, organize, instruct, direct, assign, coordinate and evaluate work of subordinates.

Ability to effectively communicate orally and in writing; ability to give oral and written instructions in a concise, understandable manner, as well as the ability to follow written and oral instructions.

Ability to prioritize, organize and perform work independently; ability to adjust quickly to changing priorities in a sometimes stressful environment.

Ability to work accurately with names, numbers, colors, codes and/or symbols.

Ability to exercise discretion in handling confidential information.

Ability to regularly engage in activities necessitated by the position, i.e., evening meetings, emergencies, etc.; ability to meet the demands of a flexible work schedule.

Experience and Training

High School Diploma or GED and five (5) years' experience in highway maintenance or maintenance support work.

Necessary Special Requirements

Must possess and maintain a valid Connecticut Motor Vehicles Operator's Commercial Driver's License ("CDL").

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Considerable physical strength and stamina, is required.

While performing the duties of this job the employee is frequently required to: talk; hear; speak; stand; walk; bend; twist; stoop or crouch; sit; climb stairs to various levels; use hands, fingers, wrists for repetitive motion; handle/feel objects; reach; drive; get in and out of vehicles; tolerate exposure to weather, and environmental allergens; must maintain continuous visual acuity including close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

The employee must have the ability to (1) lift, move and/or otherwise manipulate up to 175 pounds; (2) hold 35 pounds with arms extended and held straight while turning wrists; (3) carry 40 pounds of weight on one's back using shoulder straps; (4) walk steep terrain dragging or carrying heavy weight loads; and (5) climb carrying tools and other apparatus as necessary.

While performing the duties of this job, the employee frequently works in outside weather conditions. The employee may work near moving mechanical parts and in precarious places and is exposed to wet and/or humid conditions, fire, fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, and risk of electrical shock, and vibration. The noise level in the work environment is usually quiet in while in the office and quiet to extremely loud depending on the task or equipment being used in the field.

The employee must be able to work harmoniously, cooperatively, and courteously with others at all times. The employee must be able to maintain his/her composure with the public and co-workers in everyday, stressful and emergency situations. The employee must be able to respond to difficult situations, ease tensions and address disturbances.

****** This job description does not constitute an employment agreement or contract between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*******