

TOWN OF NORTH STONINGTON HIGHWAY FOREMAN JOB DESCRIPTION

NATURE OF WORK: The Highway Foreman is responsible for the day-to-day operations of the Highway Department which involves supervising, assisting, 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 Highway Foreman receives direction from the First Selectman.

SUPERVISION EXERCISED: The Highway Foreman provides general guidance and well as direct supervision to all employees in the Highway Department and contracted services personnel.

ESSENTIAL FUNCTIONS:

Plans, organizes and directs the activities of the Highway Department; oversees all Highway projects undertaken in Town.

Manages the maintenance of the Town's infrastructure including all roadways, bridges, sidewalks, highway appurtenances, and buildings; oversees, plans and directs the installation, testing, operation, maintenance, and repair of facilities and equipment.

Prepares and/or assists in the preparation of the Highway Department budget, bids and contracts; oversees the implementation of all budgets within the Highway Department.

Determines the priority of capital improvement project requests within the Highway Department.

Estimates bonding costs for road improvements and/or other highway or public works projects; prepares specifications for equipment and materials, and initiates procurement.

Assists in the planning and justification of major purchases; makes recommendations for determination of vehicle or equipment replacement schedules.

Estimates and obtains materials and equipment needed to complete a project; annually performs inventory of all equipment, materials and supplies.

Acts as the liaison with the Selectman's office, and State and Town agencies with regard to the business of the Highway Department; acts as first point of contact in regards to emergency calls.

Participates in and/or conducts all aspects of collective bargaining, including, but not limited to, negotiations, contract administration, discipline and/or grievance processing; assists in the development of and implements labor relations and/or employment policies and safety policies.

Hires and/or participates in the hiring of Highway Department employees; trains new workers in job tasks and the use of equipment, materials and safety procedures; supervises, coordinates and evaluates the activities and performance of Highway Department employees.

Insures that the work of Highway Department employees is done safely and properly; insures contractor work is properly inspected.

Operates all equipment in performing and leading in operations, 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.

Performs administrative functions such as reviewing and writing reports of materials used, project costs, employee time, and other special reports.

Meets with contractor or developers and homeowners regarding driveways, drainage, road and sidewalks and to provide information or resolve problems and complaints.

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

Considerable knowledge of road maintenance and/or maintenance support methods and procedures.

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

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

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

Knowledge of effective supervisory practices.

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

Ability to manage within authorized budget allocations.

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

Bachelor's Degree preferred, Engineering Certifications desirable. Six (6) years experience in highway maintenance or maintenance support work, including a minimum of three (3) years supervisory experience.

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.******