

**JOB TITLE:**         **WORKING FOREMAN**

**BRIEF JOB DESCRIPTION:**         Performs highly responsible, supervisory duties in the construction, alteration, maintenance, and repair of varied Highway Department projects. May be required to assume the responsibilities of the Road Agent in his/her absence. The position involves the responsibility of working with and supervising the activities of several skilled, semi-skilled, and unskilled workers engaged in a variety of projects involving buildings, brush, compost, recycling, municipal solid wastes, cemeteries, roads and rights of ways. Duties include operating light and heavy equipment such as snowplows, salt and sanding spreaders, chain saws, grass trimmers, lawn mowers, and hand tools, and other related equipment. Work is usually performed with a considerable degree of independence subject to the review of the Road Agent for results obtained.

**SUPERVISION:**         Immediate supervisor shall be the Road Agent

**EMPLOYMENT STATUS:**         Full-time (40 hours per week) hourly. Potential flextime and on-call schedule with compensatory time off depending on organizational need.

**DUTIES AND RESPONSIBILITIES:**         In addition to all the duties and responsibilities outlined within the **Truck Driver/Laborer** job description, the performance of the following tasks/functions is required in meeting the expectations for this position as described:

- Performs skilled highway construction and maintenance work.
- Oversees the day-to-day operations of the department and provides guidance as necessary.
- Assigns daily tasks based on departmental priorities and the most efficient and effective use of town resources.
- Performs and supervises the laying, connecting and repairing of drainage pipes.
- Performs and supervises the repair and patching of pavement surfaces as necessary.
- Assists and coordinates with contractors for road paving, tree work, etc.
- Performs and supervises the cleaning, maintenance, and rebuilding of catch basins, and culverts.
- Performs and supervises the repair, construction and setting of signs and barricades in a safe and informative manner.
- Performs and supervises miscellaneous repair, painting, and carpentry tasks.
- Keeps Road Agent apprised of work operations, and makes suggestions as to improvements, problems, etc.
- Assists in the supervision, maintenance, and operation of the Transfer Station, cemeteries, and any other town-owned property.

**JOB TITLE: WORKING FOREMAN (continued)**

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- Performs basic maintenance on equipment, and assists mechanic on larger repairs.
- Reviews and maintains all employment records maintained by the department.
- Assures any activity under their supervision is done in a safe and secure manner.
- Enforces all town policies, procedures, and practices in a clear and consistent manner.
- Performs and supervises any other tasks as assigned by their supervisor.

**PHYSICAL REQUIREMENTS:** The position requires a person to regularly lift and carry objects up to 50 pounds; to occasionally lift and carry objects in excess of 50 pounds with or without the assistance of others; to have a full range of movement for reaching, climbing, and stooping; dexterity to operate standard construction equipment and hand tools in a variety of weather conditions; ability to drive a motor vehicle and pass the medical requirements for a Commercial Drivers License (CDL); cognitive and sensory ability to effectively communicate with supervisor and co-workers and to observe general surroundings; physical ability to operate simple office equipment and to perform general clerical duties.

**SPECIFIC TRAINING, SKILLS, AND/OR ABILITIES:** In addition to all the training, skills, and/or abilities outlined within the **Truck Driver/Laborer** job description, a person in this position will possess the following:

- Ability to oversee work operations and to provide guidance as necessary.
- Must be available during winter months (November 1 to April 30) and subject to call out around the clock, seven days a week, depending on weather conditions.
- Considerable knowledge of methods, materials, and techniques used in municipal highway construction projects.
- Considerable knowledge of the occupational hazards and safety precautions of the work.
- Knowledge of the types, maintenance, and uses of construction equipment.
- Ability to supervise and direct subordinates, eliciting cooperation, harmony, efficiency, and proper records.
- Ability to tactfully relate to the public and other Town employees, and make independent decisions.
- Ability to learn the capabilities of each employee and assign work accordingly.
- Ability to follow oral and written instructions and to give same.
- Graduate from a standard high school or equivalent.
- Knowledge of all subordinates jobs in the department.
- Experience in municipal construction, maintenance, building repairs, equipment operations and repairs, or any combination of training and expertise that provides the required knowledge, abilities, and skills.
- A valid New Hampshire heavy CDL is required.

**STARTING WAGE RATE:** \$16.50 TO \$19.00 per hour depending on qualifications and/or experience.