

2002

Class Title:	Foreman
Department:	Public Works
Division:	Highways/Streets
Date:	March 9, 1999
Revised Date:	July 29, 2002

GENERAL PURPOSE

Performs a variety of supervisory, administrative, skilled, technical, and maintenance work in the construction, maintenance, and replacement of roads, bridges, sidewalks and other public works projects.

SUPERVISION RECEIVED:

Works under the general supervision of the Public Works Director who assigns and reviews work projects and is available for technical advice if problems are encountered.

SUPERVISION EXERCISED

Provides direct and close supervision to a small crew of laborers, equipment operators and semi-skilled workers. Assigns work; instructs crew on specific job requirements; reviews work in progress and on completion for conformance with instructions and effectiveness of results.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below 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.

1. Assembles assigned crew, materials, and equipment necessary to complete projects.
2. Trains and guides subordinates, checking to see if instructions are being followed and for adequacy of work.
3. Supervises or serves as lead worker in diversified projects involving repairs of roads, bridges and sidewalks, building maintenance, hot topping, roadside landscaping, curbing and culvert and catch basin laying and setting.
4. Supervises snow removal, salting, sanding and street sweeping crews.
5. Shall operate equipment or trucks as necessary.
6. Prepares accurate records of all activities, hours worked and work completed.
7. On an emergency and seasonal basis, operates trucks and equipment for winter snow removal and other seasonal cleanup operations.
8. Requisitions needed supplies for the department and maintains a variety of records relating to personnel, equipment, supplies, water consumption and reports.

9. Insures the proper maintenance of equipment and tools by supervising and participating in cleaning and checking equipment and tools after use.
10. Oversees the safety of assigned maintenance workers and equipment operators by instructing individuals in proper safety procedures and monitoring work in progress.
11. Operates a variety of power construction and maintenance equipment used in the water, sewer and street department.

DESIRED MINIMUM QUALIFICATIONS

1. Education and Experience:

- a. Graduation from high school education or GED equivalent, and
- b. Three (3) to five (5) years of experience in truck driving, equipment operation and construction with progressive supervisory responsibilities, and
- c. Possession of a valid New Hampshire Class B Commercial Driver's License, or
- d. Any equivalent combination of education and experience.

2. Necessary knowledge, Skills and Abilities:

- a. Considerable knowledge of methods, materials and equipment used in construction and maintenance and repair of street surfaces, curbs, and drainage structures;
- b. Working knowledge of hazards and safety precautions common to machinery and equipment required in road maintenance;
- c. Ability and knowledge of all water and sewer utility maintenance and repairs.
- d. Skill in operation of the listed tools and equipment.
- e. Ability to guide, direct and motivate employees;
- f. Ability to organize and supervise the activities of the crew performing construction and maintenance work;
- g. Ability to communicate effectively, verbally and in writing;
- h. Ability to establish and maintain effective working relationships with employees, other departments and the public.

TOOLS AND EQUIPMENT USED

Motorized vehicles and equipment, including dump truck, pickup truck, utility truck, road graders, front-end loaders, backhoe, street sweeper, jetter/inductor truck, street roller, manlift, tamper, plate compactor, saws, pumps, aeroil propane kettle, compressors, sanders, generators, common hand and power tools, shovels, wrenches, detection devices, mobile radio, phone, ditch witch, fax machine, copy machine.

PHYSICAL DEMANDS

The physical demands described 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.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee frequently is required to stand and talk or hear. The employee is occasionally required to walk; sit; climb or balance; stoop, kneel, crouch, or crawl; and smell.

The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 150 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee occasionally works near moving mechanical parts and is occasionally exposed to wet and/or humid conditions and vibration. The employee occasionally works in high, precarious places and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock.

The noise level in the work environment is usually loud in field settings, and moderately quiet in office settings.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

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

PUBLIC WORKS GENERAL WORKING FOREMAN**JOB SUMMARY**

Assists the Public Works Director with the supervision of the Department; performs skilled work in the maintenance, construction, and operation of public facilities and equipment, thus ensuring the proper upkeep of the existing infrastructure and the delivery of public services. In the absence of the Public Works Director, the Foreman assumes the responsibilities of the Department.

SUPERVISION RECEIVED

Works under the general supervision of the Public Works Director who provides guidance, assigns areas of priorities/responsibilities, and evaluates performance in terms of effectiveness of services provided by the Department. Receives instructions as to work to be done, assigned crew, materials, and equipment to be used, and work priorities. Work is reviewed in progress and upon completion for conformance with instructions, Department and Town policy, and acceptable trade practices.

SUPERVISION EXERCISED

Supervises and leads a crew of unionized full-time workers and non-union part-time workers who are engaged in a variety of operations such as the collection and disposal of solid waste and recyclables, cemetery and parks maintenance, building maintenance, street maintenance, and emergency responses to adverse weather conditions. Assigns work, instructs crew on specific requirements of job and procedures to be followed, and reviews work in progress and on completion for conformance with instructions and acceptable trade practices. Disciplines employees as necessary.

EXAMPLES OF ESSENTIAL DUTIES

(The listed examples are illustrative only, and may not include all duties found in this position)

1. Supervises and serves as lead worker in diversified projects involving repairs and maintenance of roads, bridges, sidewalks, curbing, culverts, catch basins, buildings, and landscaping. Supervises and serves as lead worker for cemetery and park maintenance which includes mowing, trimming, and burial excavations.
2. Oversees the equipment assigned to the transfer and recycling facilities and the employees who work there. Assists in the enforcement of Town policy and State rules which regulate the use of and access to the solid waste facilities. Performs maintenance to grounds, buildings, machinery, and equipment assigned to the Solid Waste Division of the Department of Public Works. Monitors, inspects, and controls refuse disposal to prevent unauthorized

entry into and use of the solid waste facility and the deposit of hazardous and other illegal wastes.

3. Supervises and operates equipment and trucks in conjunction with snow removal, sanding and salting, and street sweeping. Acts as first contact for all Department of Public Works emergencies such as snow, ice, flooding, and similar natural disasters, and pipe failures; is required to wear a pager at all times.
4. Takes measures to ensure that all members of the Department know in detail and are prepared to execute all assignments, policies, procedures, and regulations of the Department. Assembles assigned crew, materials, and equipment necessary to complete projects; trains and guides subordinates; takes measures to ensure that employees are following instructions, conforming to Department policy, and producing adequate work. Ensures that measures taken to correct situations, preserving the integrity of the Department and the welfare of the persons involved to the greatest degree possible.
5. Ensures that Department equipment is maintained in good repair and that materials and supplies are properly used.
6. Ensures that the Public Works Director is informed of any significant events or developments within the Department.
7. Prepares daily reports and logs as required to properly document events and to insure accountability.

Performs other related duties as required.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED

Knowledge of methods, materials, and equipment used in construction, maintenance, and repair of street surfaces, curbs, and drainage structures; knowledge of hazards and safety precautions common to machinery and equipment required in street maintenance; knowledge of traffic laws, regulations, and safety procedures relating to equipment operation; knowledge of the principles and practices of operating and servicing heavy-duty trucks; knowledge of Town ordinances and applicable State laws; knowledge of the safety practices and procedures applicable to the operation of a solid waste facility; knowledge of methods, materials, and equipment used in municipal solid waste and recycling operations; knowledge of cemetery operation and maintenance; knowledge of landscaping and turf management techniques; knowledge of insecticide and pesticide applications; knowledge of the chain of command. Some knowledge of road and drainage construction. Skill in the operation and care of power tools as well as heavy-duty trucks and related construction equipment. Ability to read and interpret work orders; ability to understand, follow, and make oral and written instructions; ability to complete and keep reports and maintain records as required; ability to delegate and distribute personnel; ability to direct, coordinate, and review the work of subordinates; ability to establish and maintain working relationships with subordinates and superiors; ability to properly and cordially interact and represent the Department of Public Works with the public; ability to perform prolonged heavy

physical labor outdoors under adverse weather conditions; ability to perform a variety of manual tasks or to perform one routine job for prolonged period; ability to be available 24 hours per day for public works emergencies.

MINIMUM QUALIFICATIONS REQUIRED

High school diploma or equivalent plus five years progressively responsible experience in municipal public works or related construction operations, including one year of responsible supervisory experience. Possession of, or ability to obtain within 90 days, a valid CDL-B, and a valid Weightmaster's license. Possession of Sr. Road Scholar certification and Level III New Hampshire Solid Waste Facility Manager/Operator's license. Possession of sufficient physical ability to perform the required tasks. Willingness to be on call and ability to work outdoors under extreme weather conditions; OR any equivalent combination of education and experience which demonstrates possession of the required knowledge, skills, and abilities.

PHYSICAL EXERTION/ENVIRONMENTAL CONDITIONS

(The physical demands described 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.)

For communicating with others, talking is required; for taking instructions from others, hearing is required; for doing the job effectively and correctly, sight is required; and for detecting unusual odors that indicate the presence of harmful exhaust and gas fumes, the incorrect operation of equipment, etc., smelling is required. Required to use hands to finger, handle, and feel objects, tools, or controls; required to reach with hands and arms. Strenuous physical effort demanded in heavy lifting and carrying (up to 75 lbs.) and in performing work, sometimes under hazardous road conditions, in varying weather conditions with exposure to excessive noise, noxious fumes and gases, toxins, paints, caustic chemicals, fuels, lubricants, solvents, and other fluids, as well as dirt, dust, grease, and other disagreeable materials; physical demands include traversing rough terrain and climbing in and out of heavy machinery; exposure to minor injuries such as cuts and bruises, periods of sunlight, poisonous plants, and insects and bees.

PUBLIC WORKS WORKING FOREMAN

JOB SUMMARY

Performs skilled and responsible supervisory work for the Public Works Department. Operates all Town light and heavy-duty equipment and performs lead work in highway maintenance and construction public works projects.

SUPERVISION RECEIVED

Works under the general supervision of the Public Works Director who assigns and reviews work projects and provides technical advice as necessary. Work is reviewed in progress and upon completion for conformance with instructions and acceptable trade practices. Performs duties independently to general instructions received.

SUPERVISION EXERCISED

Provides direct and close supervision of all Highway Department and Transfer Station/Recycling Center employees. Assigns work; instructs crew on specific job requirements; reviews work in progress and on completion for conformance with instructions and effectiveness of results.

EXAMPLES OF ESSENTIAL DUTIES

(The listed examples are illustrative only and may not include all duties found in this position.)

1. Assembles assigned crew, materials, and equipment necessary to complete projects; trains and guides subordinates, checking to see if instructions are being followed and for adequacy of work.
2. Oversees work operations, serves as lead worker in diversified public works projects, and assists Public Works Director in supervising Transfer Station/Recycling Center operations. Apprises Public Works Director of work operations and suggests improvements, solutions to problems, etc.
3. Operates as necessary all light and heavy-duty equipment or trucks used in the construction and maintenance of roads, right-of-ways, and buildings.
4. Performs skilled highway construction and maintenance work; lays, connects, and repairs drainage pipes, repairs and patches pavement surfaces as necessary. Assists outside contractors with road paving, tree work, etc. Cleans, maintains, and builds catch basins, manholes, and culverts. Repairs, constructs, and sets signs and barricades. Performs miscellaneous painting tasks.

5. Performs basic equipment maintenance; assists Mechanic on major jobs.
 6. Supervises snow removal, salting, and sanding crews.
 7. Responds to emergency calls after normal working hours as needed.
- Performs other related duties as required.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Considerable knowledge of public works construction and solid waste disposal maintenance methods, materials, and equipment. Knowledge of Town ordinances and policies relevant to Public Works; knowledge of solid waste operations and applicable State and Federal regulations; knowledge of the principles and practices of operating front-end loaders and other heavy-duty equipment; knowledge of functions, operating methods, maintenance and care required of equipment used in public works projects; knowledge of the regulations, work hazards, safety practices, and traffic laws relating to equipment operation; knowledge of and ability to do job safely and according to State and Federal laws; knowledge of State and Federal hazardous materials laws; knowledge of Town operating procedures. Skill in the operation of heavy-duty trucks and construction equipment. Ability to delegate and distribute work; ability to supervise personnel, and direct, coordinate, and evaluate the work of subordinates; ability to plan, schedule, and coordinate large-scale work programs; ability to read and interpret engineering plans and specifications; ability to estimate and plan jobs; ability to perform frequent strenuous physical effort under adverse weather conditions; ability to detect errors in heavy equipment operations and maintenance; ability to understand, follow, and give oral and written instructions; ability to establish and maintain effective working relationships with Town officials and employees, contractors, and the public. Ability to be on-call 24 hours a day during winter months.

MINIMUM QUALIFICATIONS REQUIRED

High school diploma or equivalent; Associate's degree in Civil Engineering or related field desirable; five years experience in public works, including truck driving and equipment operation, with progressive supervisory responsibilities; possession of a valid CDL-B; OR any equivalent combination of education and experience which demonstrates possession of the required knowledge, skills, and abilities.

PHYSICAL EXERTION/ENVIRONMENTAL CONDITIONS

May be required to exert significant physical effort such as lifting and carrying heavy equipment and materials (often over 50 pounds). Regularly works outdoors under varying and extreme weather conditions; employee may be exposed to fuels, lubricants, solvents, and fluids. Work requires standing and walking on rough, wet, slippery surfaces, including dirt, asphalt, and concrete. Exposure to continuous noises and minor injuries such as cuts and bruises; exposure to long periods of sunlight; poisonous plants, and insects and bees.

SENSORY REQUIREMENTS

For communicating with others, talking is required; for taking instructions from others, hearing is required; and for doing the job effectively and correctly, sight is required.

1999

HIGHWAY FOREMAN

JOB SUMMARY

Performs highly responsible administrative and technical work in supervising and coordinating the activities of employees engaged in a variety of public works projects including the construction, maintenance, and repair of streets, sidewalks, and bridges, as well as the supervision of the Town landfill/recycling area and Town vehicle maintenance and inspection program.

SUPERVISION RECEIVED

Work is performed with considerable independence under the general administrative direction of the Director of Public Works. Work is reviewed through conferences, reports, and program results.

SUPERVISION EXERCISED

Provides direct and general supervision to crews regarding work to be done, equipment used, project assignments, and time limits. Reviews work in progress and upon completion for conformance with instructions. Makes recommendations to supervisor regarding employee hiring, retention and dismissal.

EXAMPLES OF ESSENTIAL DUTIES

(The listed examples are illustrative only, and may not include all duties found in this position)

1. Helps to plan, organize, direct, and coordinate the daily activities of the Public Works Department; confers with Director of Public Works in determining plans and policies to be observed in the conduct of Public Works operations. Reviews and establishes infrastructure expansion programs. Operates equipment as needed.
2. Meets with contractors, utilities and Federal and State agency officials to discuss current and proposed work, work problems and procedures.
3. Assists the Director in planning, preparing, and administering the annual budget for all operating costs, equipment purchases, and construction and maintenance projects. Reviews and presents specifications for projects put to public bid by the Department. Oversees private contractors hired to assist in completion of Department projects.

4. Assigns work and equipment according to project, equipment or manpower needed. Modifies methods, procedures, and priorities to meet changing conditions and determines materials and equipment needed to complete the job.
 5. Supervises workers and coordinates activities at various locations, performing such duties as snow cleanup and removal, street sweeping, constructing and repairing roads, curbs and sidewalks; bridge maintenance; and performing preventative maintenance on equipment.
 6. Receives and investigates complaints from residents regarding tree removal or repair, broken sidewalks, dirty streets and street sign replacement; dispatches crews as warranted.
 7. Maintains records and prepares reports on completed work; recommends leave requests.
 8. Keeps Director of Public Works advised of unusual problems or delays. Makes recommendations regarding capital purchases for the Department.
 9. Reviews subdivision plans for conformance with Town planning ordinances; estimates costs and sets bonding amounts.
 10. Inspects roads, structures, and bridges for proper conditions.
 11. Consults with Town Manager, Director of Public Works and other department heads on various Town issues and construction projects that require help from Public Works.
 12. Locates markets for recyclables, schedules pick up of materials and disposal of debris.
- Performs other related duties as required.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED

Thorough knowledge of methods, materials, and equipment used in construction, maintenance and repair of street surfaces, curbs, and drainage structures; considerable knowledge of hazards and safety precautions common to machinery and equipment required in street maintenance; knowledge of the principles of engineering as they apply to public works construction projects; working knowledge of water/sewer operations and cemetery operations. Ability to read and interpret blueprints, work orders and plans; thorough knowledge of administrative practices and procedures as related to highway department management; thorough knowledge of literature, current State and Federal regulations, sources of information, trends, and developments in highway administration; ability to plan for municipal needs; ability to delegate and distribute personnel; and to direct, coordinate and review the work of subordinates; ability to establish and maintain working relationships with Town officials, employees, officials of other governmental jurisdictions, professional employees, consultants, contractors, and the public; ability to express ideas effectively, orally, and in writing; ability to prepare reports and maintain records.

MINIMUM QUALIFICATIONS REQUIRED

High school diploma or equivalent, technical and managerial coursework, including computers desirable; plus seven years progressively responsible experience in municipal public works or related engineering operations, including at least three years supervisory and administrative experience; OR any equivalent combination of education and experience which demonstrates possession of the required knowledge, skills, and abilities. Must possess a CDL-B, DES III or IV; and NHDMV Inspector's certification

PHYSICAL EXERTION/ENVIRONMENTAL CONDITIONS

May be required to exert significant physical effort such as lifting and carrying heavy equipment and materials. Must be available twenty-four hours a day in case of emergency.