

### ***Buildings, Grounds, and Solid Waste Foreman***

This hands on position assists the Public Works Director in supervising the personnel, buildings and ground maintenance, and solid waste operations. The work involves directing, providing, and performing all types of property maintenance and repair work. This maintenance ranges from landscaping, building repairs, building renovations, and overseeing the operations at the transfer station. This includes identifying, preparing, and implementing building and ground maintenance to improve the overall maintenance and repair costs. This position also requires supervisor to provide instruction to subordinates regarding proper work methods, safety equipment, and undertaking appropriate corrective actions as warranted.

He/She is responsible for the safe operations of assigned maintenance duties and individuals supervised. Including, but not limited to, routine preventive maintenance of all town owned buildings. He/She may perform manual labor tasks incidental to the operation and maintenance of assigned equipment such as the loading and unloading of materials and performances of semi-skilled projects. He/She performs other temporarily assigned public works duties that may include, but not limited to, winter road maintenance, mowing and field maintenance, burials, and transfer station duties.

As Building, Grounds, and Solid Waste Foreman, he/she works directly under the supervision of and closely with the Public Works Lead Foreman, collaborates on work in progress, and provides instruction as necessary. He/She performs duties in accordance with areas of responsibility, established policies, and specific procedures as defined by the Director of Public Works.

He/She who fills this position will work with and oversee assignments given to buildings, grounds, cemeteries, and transfer station work crews. Employee may be required to move around several sites to insure completed work is in a manor acceptable to proven standards. In the absence of the department of Public Works Lead Foreman, the Buildings, Grounds, and Solid Waste Foreman directs the activities of the road crew for the duties assigned.

*From the Town of Amherst's Policy and Procedure Manual, 2009.*