

Lead Foreman

The Lead Foreman assists the Public Works Director in supervising personnel, safety of public ways, and overseeing work in progress. The work involves directing, providing for, and performing all types of highway and property maintenance and repair work. This work ranges from landscaping trees and plants to major street reconstruction and other heavy construction. This includes identifying, preparing and implementing maintenance, construction, and reconstruction schedules and projects. The Lead Foreman recommends street improvements to reduce overall maintenance and repair costs, provides instruction to subordinates regarding proper work methods, and undertaking appropriate corrective actions as warranted. He/she is responsible for the skilled, safe operation, and routine preventative maintenance of assigned heavy and light duty trucks. As Lead Foreman, the employee performs other public works department duties, which may be temporarily assigned to include, but not necessarily limited to, vacation and absence stand-in for the Public Works Director. This position may perform manual labor as required. Employee is required to directly deal with the public in a supervisory manner resolving concerns.

He/She takes direction from the Public Works Director (who assigns area of responsibility, gives daily assignments, outlines policy, reviews work in progress and / or completion, and provides instruction as necessary) and performs duties in accordance with established and specified procedures.

Employee will oversee assignments given to the Department of Public Works work force. He/she directs summer and winter activities of the road crews, and is required to move around several sites to insure work is being completed in a manor acceptable to proven standards.

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