

TOWN OF SOMERS

Position Description

Title: Highway Foreman
Department: Public Works - Highway
Reports To: Director of Public Works

Supervises: Highway maintainers and mechanic
FLSA Status: Full-time, non-exempt
Bargaining Unit: N/A

Position Summary: Organizes, supervises, coordinates and performs work with highway maintainers in the construction, repair and maintenance of town roads, bridges, drainage systems and buildings and other facilities. Supervises highway department mechanic. Provides accurate, timely, high-quality service to all internal and external customers.

Service – Supervises and works along side maintainer staff to carry out work according to standard procedures. Plow and sand roads. Mow and maintain roadsides, fields, park grounds and park facilities. Clear storm drains; maintain and repair road surfaces. Clean catch basins and culverts; clear roadsides. Participate in repair and construction of catch basins. Repair and install fences, street signs, guardrails, and roadside equipment. Perform manual work in the laying of pipes, patching or resurfacing roads, and related construction and maintenance work. Clean and maintain town buildings, including rest room facilities. Perform semi-skilled carpentry, electrical or plumbing repairs, or other projects in town buildings and facilities.

Teamwork/Coordination: Work cooperatively with department staff members in delivery of public works services to internal and external customers. Under the supervision of the Director of Public Works and in cooperation with Parks and Transfer Station coordinators:

- prioritize, schedule and coordinate daily work assignments to maintainers and mechanic;
- periodically during the work day/week review work in progress, and adjust priorities and work assignments as necessary;
- apprise the Director of Public Works of the progress.

Works cooperatively with other departments to maintain town roads, fields, park grounds, park facilities, buildings and properties. Provides constructive input to the Public Works department staff discussions and actively participates in group issue identification and resolution.

Technical – Prepare vehicle and auxiliary equipment. Services vehicle and equipment with fuel, lubricants, and accessories. Makes routine safety check before and after operating vehicle and equipment. Operates dump truck to haul and remove materials. Observes performance of vehicle and equipment and reports malfunctions to Mechanic. Use and maintain jackhammer, chain saws, and hand tools in general maintenance work. Performs minor repairs and preventative maintenance on vehicle, mowing and construction equipment. Assists Mechanic in major vehicle or equipment repairs. Follows standard safety procedures and regulations. As qualified, increasingly performs equipment operation.

Human Resources – Provides leadership, coaching, direction, and supervision to assigned staff. Administers performance management plan in accordance with established human resources procedures. Recruits, trains, develops, and supervises highway department staff.

Administrative – Provides input for the Highway Department budget as requested by Director. Reports tasks accomplished verbally or on written work order. Completes forms and logs as requested by Director of Public Works.

Approved by:

Approved by:

Last Revision Date: 10/08

Dir. Public Works/on file

HR/on file

Page 1 of 1

Date:

Date:

TOWN OF SOMERS

Position Description

Qualifications:

- High School diploma.
- Five years of progressively responsible experience in highway maintenance and construction, including supervision/coordination/oversight of others, and experience in the safe operation of heavy vehicles and equipment.
- Proven ability to plan, organize and oversee seasonal maintenance programs as well as emergency response programs.
- Proven knowledge in the operation, repair and maintenance of motor vehicles, heavy equipment and other mechanical equipment.
- Familiarity with the use, operation and maintenance of manual and powered hand tools.
- Strong interpersonal skills and effective communication skills.
- Clean driving record.
- Satisfactory pre-employment drug test.
- Commercial Driver's License (CDL-B)

Physical Requirements: This position is one of supervision and physical labor primarily performed in field locations involving the operation of light and heavy hand and automotive equipment. The incumbent will be required to pass a pre-employment drug test and will be subject to random drug and alcohol testing throughout his/her employment. The incumbent must be able to:

- Stand, walk, lift, reach, bend and squat in the performance of job duties.
- Regularly work in field and job sites and tolerate exposure to dust and noise.
- Safely operate trucks and other motor vehicles.
- Sit for periods in excess of one hour while operating a heavy motor vehicle or tractor.
- Recognize the need for vehicle repairs and maintenance.
- Safely operate a variety of powered and manual hand tools and equipment requiring balance, manual dexterity and mechanical aptitude.
- Regularly lift and/or carry objects or materials weighing 25-50 pounds
- Demonstrate and maintain sufficient stamina and good health to perform strenuous physical labor.
- Apply common sense understanding to give and carry out detailed and involved written or oral instructions.
- Deal with problems involving concrete variables in or from standardized and non-standardized situations.
- Tolerate frequent exposure to extreme weather conditions including heat, cold, rain and snow for periods in excess of one hour.

This information is designed to give the general nature and level of work to be performed by employees assigned to this job title and must not be construed to be a complete inventory of the position's duties, responsibilities and qualifications. Employment in the State of Connecticut is, by statute, at will, and nothing in this job description should be construed as an employment contract.

Approved by:

Approved by:

Last Revision Date: 10/08

Dir. Public Works/on file

HR/on file

Page 2 of 2

Date:

Date: