

Job Description- Highway Foreman

Nature of work:

This is supervisory and practical work over and with a group of semi-skilled truck drivers, laborers, and equipment operators engaged in public works construction and maintenance operations. Foreman takes the supervisory role in the absence of the Public Works Director.

Employee of this class helps supervise and assist crews which include truck and equipment operators. Work involves snow removal and sanding, road construction and related activities. Employee is further responsible for assisting the Public Works Director in checking work performed by subordinates, to ensure that streets and sewers are constructed in accordance with project construction documents. Work is subject to review while in progress and upon completion by the Public Works Director.

Essential Duties and Responsibilities:

Supervises and assists a crew of truck drivers, laborers, and equipment operators in the construction and maintenance of municipal streets roads, parking lots, sewer lines and services.

Supervises and assists a crew in the plowing, sanding and snow removal of municipal streets, roads, sidewalks and parking areas.

Operates construction equipment and moderate to heavy trucks when required.

Assists in repairing streets roads, and sewer basins, placing and rolling asphalt and related activities.

Assists in the placement and removal of street and road signs and street clean-up.

Assists in the inspections of work to ensure conformance with given engineering specifications and standards, and makes necessary adjustments in assignments and methods to correct deficiencies.

Assists in maintaining storm drainage systems where required.

Acts as supervisor when the Public Works Director is not present is not present.

Works as a laborer doing public works functions when required.

Performs related work as required.

Requirements of Work:

Working knowledge of materials, methods, and techniques commonly used in street, sidewalk and sewer construction activities.

Working knowledge of the hazards and applicable safety precautions of the work.

Knowledge of the operation of construction equipment such as trucks and front end loaders used in road construction work, and ability to supervise and direct the activities of employees engaged in the operation and maintenance of such equipment.

Ability to lay out, direct and supervise the work of a crew performing semi-skilled road or sewer construction activities and of equipment operators to obtain efficient results.

Ability to learn to read engineering plans for road and sewer construction and to follow prescribed lines and grades.

Ability to assist crews in the completion of projects and regular tasks.

Ability to establish and maintain harmonious relationships with employees to effectively obtain satisfactory work output.

Ability to work weekends, evenings and holidays.

Comply with the Town's Drug and Alcohol Policy

Work in harmony and in spirit of cooperation with coworkers and supervisor.

Training and Experience Required:

High school graduation and experience in road and sewer construction related activities, or any equivalent combination of experience and training.

Functional Requirements:

Physical strength and agility sufficient to perform the work of the class including lifting 100 pounds, standing, walking, climbing on top of sanders and into equipment and crawling under equipment or do repairs and routine maintenance.

Necessary: Special Requirements:

Must possess valid Calls B CDL

Live within eight (8) miles by road from the Bucksport Town Garage.