

WESTFORD ROAD FOREMAN JOB DESCRIPTION

Updated September 2017

I Official Title

Full-Time Exempt Road Foreman

II Job Definition

To coordinate and manage all aspects of town highway maintenance, including road crew, and improvements while following safety rules at all times. Works under the direct supervision of the Selectboard.

III Duties and Responsibilities

Roadwork

- Alert the Selectboard of all issues affecting town highways
- Haul materials and equipment to and from job sites
- Repair and maintain all paved and gravel town highways
- Maintain an infrastructure study to be continually updated
- Perform a variety of manual tasks such as cleaning culverts, shoveling, brush and tree removal, installing signs and general road maintenance and construction
- Ensure continual weather condition monitoring to evaluate the need for snow and ice removal and other weather-related maintenance requirements
- Operate commercial motor vehicles and other related equipment while performing and overseeing the timely and effective maintenance of all municipal roads and rights of way

Equipment

- Oversee and schedule repair and maintenance of highway equipment
- Maintain inventory of equipment, parts and supplies
- Exercise caution and follow established safety rules at all times and be respectful of Town property and equipment
- Perform maintenance and repair of Town equipment
- Ensure that operation of Town highway equipment is in compliance with safety procedures
- Load, unload and safely deliver highway material and Town-related cargo
- Maintain record of hours on equipment and provide Selectboard with monthly reports
- Ensure completion of pre- and post-trip inspection reports for all Town highway vehicles and equipment
- Ensure that Town equipment and vehicles are used for Town purposes only

Management

- Lead, train and supervise road crew members
- Be familiar with and comply with the Town's Personnel Policy and Drug & Alcohol Policy, as well as all other state and federal regulations
- Provide frequent, timely, and respectful performance feedback to employees and conduct meaningful employee performance reviews, documented in writing, at least annually

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- Ensure staff participation in all safety training offered/sponsored by the Town
- Responsible for meeting all recordkeeping requirements including, but not limited to: employee timesheets, work logs, vehicle logs, purchase orders and all first reports of injury within 72 hours

Administration

- Attend regularly scheduled Selectboard meetings and special meetings as necessary
- Prepare and submit Road Schedules bi-monthly to the Selectboard for approval in person unless otherwise excused
- Make recommendations for highway maintenance/construction projects to the Selectboard
- Works with Selectboard to apply for, obtain, and manage grants, including all necessary documentation and recordkeeping
- Provide input for planning, designing and laying out town highways
- Represent Westford on the Chittenden County Regional Planning Commission Technical Advisory Committee (CCRPC TAC)
- Perform weekly test of underground storage tank as required by law
- Maintain underground storage tank and fuel facilities certification as required by law
- Maintain ICS (Incident Command System) Certification
- Other duties as assigned by the Selectboard
- Implement health and safety recommendations made by insurance carrier, as reviewed with the Selectboard

Financial

- Prepare annual budget, ordering and/or authorizing highway expenditures and monitoring budget status
- Solicit quotes/bids for town equipment, major projects and any other item/project as directed by the Selectboard

Communication

- Ensure that all interactions with colleagues, municipal officials and the public are friendly, courteous and helpful
- Ensure effective responses to requests and concerns expressed by the public
- Communicate collaboratively and professionally with contractors, government agencies, engineers, State Police, utility companies and other stakeholders as necessary

Education/Training

- Attend the Roads Scholar program and other relevant seminars as approved by the Selectboard
- Attend required drug and alcohol courses

IV Knowledge, Skills and Ability Requirements

- High school diploma or equivalent required and two years of relevant experience
- Valid driver's license and clean driving record
- Valid CDL Level A or B
- OSHA 10-hour or 30-hour certification required
- Masters level of the Vermont Local Roads "Road Scholar Program" program is preferred

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- Possess valid Vermont CDL and maintain a certified medical examiner’s certificate
- Possess physical strength and agility sufficient to perform strenuous laboring tasks under various conditions (e.g. ability to carry and change grader blades and snowplow blades weighing up to 120 lbs.)
- Possess physical endurance and mental ability to concentrate while operating equipment for long hours during snow clearing operations and other emergencies, and stay in compliance with CDL requirements for work/rest rules of driving
- Possess physical ability and schedule flexibility to work extra hours as required by weather conditions; may include night hours and/or holidays
- Supervisory experience that demonstrates effective supervisory skills, including the ability to provide timely constructive feedback, at least 2 years preferred
- Experience driving dump trucks and plowing snow as well as one year of experience operating heavy equipment, at least 2 years preferred
- Ability to operate Town vehicles and heavy equipment
- Ability to operate, maintain and repair heavy equipment (plow truck, grader, loader, etc.)
- Ability to interpret handbooks, blueprints, job orders, contracts and job specifications
- Possess organizational, planning, supervisory and public relation skills
- Possess strong computer skills
- Demonstrate excellent judgment, decision making, customer service, and communication skills
- Ability to evaluate road crew member work performance
- Must live within a 30-40 minute winter time commute

Disclaimers

The above information is intended to describe the general nature of this position and is not to be considered a comprehensive statement of duties, activities, responsibilities, and requirements. Additional duties, activities, responsibilities, and requirements may be assigned, with or without notice, at any time.

This job description is not an employment contract nor is it a promise of work for any specific length of time.

Equal Employment Opportunity

The Town of Westford is an Equal Employment Opportunity employer.

Employee Acknowledgement

I have received and understand the requirements, essential functions and duties of the position.

Employee Signature

Date

Selectboard Approval

Selectboard Chair Signature

Date