

Town of Bowdoinham

Job Description

TITLE: Public Works Foreman
Work Schedule: Full-time
FLSA: Non-Exempt

DEPARTMENT: Public Works
Revised: 9/13/19
Approved
Date:10/22/2019

The Public Works Foreman is responsible for supervising and assisting the public works department which includes truck drivers/laborers and equipment operators. This position also is responsible for snow removal and sanding/salting operations, road construction and maintenance, scheduling, coordinating and supervision of the work performed in the Public Works Department. The Public Works Foreman also is responsible for various administrative duties as required to oversee the work of the department including RFP's, cost estimates, payroll records, training records and budget oversight. Work is performed under the general guidance of the Town Manager, but requires the ability to work independently following established procedures and routines. This position entails extensive public contact.

REPORTS TO:
Town Manager

SUPERVISES:
Truck Drivers/Laborers

General Expectations and Position Summary:

The person filling the position must:

1. Be committed to the vision statement of the Town.
2. Work as a member of a team in the performance of duties.
3. Be punctual for scheduled work and use time appropriately.
4. Work in harmonious relationships with all Town staff and members of the public.
5. Perform duties in a conscientious, cooperative manner.
6. Perform required amount of work in a timely fashion with a minimum of errors.
7. Be neat and maintain a professional appearance.
8. Possess a valid driver's license.
9. Understand and work within the Town of Bowdoinham's Ordinances, Policies and Procedures.

General Duties & Responsibilities:

The Public Works Foreman:

1. Supervises and assists a crew of laborers/truck drivers in the construction and maintenance of municipal roads, parking areas, drainage systems and municipal buildings (inside and out) restrooms and grounds.

2. Inspects work to ensure conformance with specifications and standards as specified in state statutes, local ordinances, applicable operating procedures and given engineering specifications and standards, and makes necessary adjustments in assignments and methods to correct deficiencies.
3. Supervises and assists in repairing streets and drainage systems; placing, rolling/compacting and grading gravel roads; repairing ditches, landscaping, tree/branch cutting and removal, culvert repair and replacement and related activities.
4. Supervises and assists in the construction and placement of all Town floats and docks.
5. Assists in the preparation of the Public Works Department Budget. Oversees the budget after adoption.
6. Assists the Road Commissioner/Town Manager in developing specifications for equipment and materials.
7. Oversees the maintenance of all department equipment and vehicles.
8. Supervises and assists in the placement and removal of street signs and decorations as required.
9. Maintains record of all departmental activities and payroll records.
10. Performs related work as required under the direction of the Road Commissioner/Town Manager. May perform specialized projects as assigned.
11. Participates in required training and certification courses related to job duties and responsibilities.
12. Supervises and assists a crew of laborers/truck drivers in snow removal and sanding/salting of municipal roads and parking areas.

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Moderate to heavy lifting.
- Ability to work in various positions, which requires bending, walking, standing, and sitting.
- Requires lying on back, kneeling, crawling, twisting, and squatting.
- Body movements require working with hands extended above and below head and from body and using hand tools.

- Must be able to lift and carry 50 pounds in standing and bending positions, and carry while walking distances of 10 feet.
- Ability to work on ladders, catwalks, and supports.
- Specific vision abilities required by this job include close vision and the ability to adjust focus.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Out of doors and maintenance/garage working conditions.
- Requires working in outside and inside environments with noise and all temperatures and climatic conditions, and must be able to work under adverse weather conditions for extended periods of time.
- Requires using chemicals and cleaning solvents to maintain and repair equipment.

Desired Minimum Requirements:

Education and Experience:

Graduation from an accredited high school, supplemented by technical training and experience as a foreman on road and road drainage construction projects, snow plowing and sanding operations, or any equivalent combination of experience and training related to the job duties and responsibilities.

Desirable knowledge, skills and abilities:

1. Working knowledge of materials, methods and techniques commonly used in street sidewalk, landscaping and drainage system construction and maintenance.
2. Working knowledge of the hazards and applicable safety precautions of various work conditions.
3. Working knowledge of the operation of construction equipment such as trucks, graders, loaders, compactors, excavators, and bulldozers and the ability to supervise and direct the activities of employees engaged in the operation and maintenance of such equipment.
4. Ability to lay out, direct and supervise the work of a crew performing road and road drainage construction and maintenance activities to obtain efficient results.
5. Ability to read engineering plans for road and road drainage construction and to follow prescribed lines and grades.
6. Ability to assist crews in the completion of projects and regular tasks.

7. Ability to understand and follow complex oral and written directions.
8. Ability to establish and maintain harmonious relationships with employees and the public using tact and resourcefulness in meeting new problems.
9. Must be available (on call) 24 hours each day from October through May for winter maintenance duties.

Necessary Special Requirements:

Must hold a valid Class A or B CDL with a clean and safe driving record.