

TOWN of WOODBURY

Road Foreman Job Description

Summary of Duties and Responsibilities:

A Road Foreman for the Town of Woodbury is primarily responsible for the maintenance and repair of the Town Highway system, associated equipment, and supervision of the road crew members. The Road Foreman and crew members operate the equipment and provide the labor to facilitate highway grading, trucking, snow plowing and sanding highways, brush clearing, road repair, light building and facility maintenance, and other associated tasks as required.

Specific Duties and Responsibilities:

- Safely operate Town highway maintenance equipment, including but not limited to: pickup trucks, dump trucks, bucket loader, road grader, backhoe, tractors with and without various attachments including mowers and wood chippers, and other equipment required for the maintenance of the highways.
- Safely operate various hand machinery such as chain saws, weed or brush trimmers, mowers and welders. In addition, uses shovels, picks, rakes and other hand operated equipment necessary for highway maintenance.
- During the winter months, the duties chiefly require snow plowing, snow removal, road sanding, salting, and patching. Applicants must be available for considerable overtime during heavy snowfall or other emergencies and be able to work in extreme weather conditions.
- Applicants may be required to report for duty outside of their regular work schedule and be reachable by phone or pager supplied by the Town of Woodbury. Applicants must be able to arrive at the Woodbury Town Garage within thirty (30) minutes after a call-in.
- During Spring, Summer, and Fall duties include repair of gravel as well as asphalt roads, culvert installation, hauling of materials and supplies, hauling or moving equipment, cleaning ditches and culverts, installing road signs, cutting brush, mowing, and other tasks associated with the maintenance and repair of the Town highways. The duties include major repair, rebuilding, construction, grading and re-grading of gravel roads, repair and patching of asphalt roads.
- All road crew members are responsible for the general maintenance of the Town Highway Department equipment. Both preventative and corrective maintenance tasks and adjustments are a routine responsibility through out the year. The road crew members will keep daily records of hours, locations of work, equipment and materials used, gas, diesel fuel, and oil. This information will be entered daily on written time sheets and/or on computer time sheets.

Reports To: The Woodbury Select Board

Skill requirements:

- Knowledge and ability to operate the Town Highway equipment.
- Knowledge of the principles, practices, and techniques associated with the maintenance and repair of gravel and surfaced highways.
- Skill in handling controls for starting, stopping, driving, and backing the Town vehicles, skill in judging overhead and side clearances, turning radii, braking distances, and backing clearance.
- Knowledge and application of the techniques and practice for safe heavy equipment operation including safe lifting heights, loading and load securing techniques, and dumping safety.
- Knowledge and application of safety rules and regulations for the movement of heavy equipment are of paramount importance to this position. Applications of these rules are required at all times, on the public way, and in remote situations.
- The initiative and mechanical ability to accomplish minor repairs, adjustments, and other maintenance tasks on Town vehicles and equipment.

This position requires skill in communication and interpersonal relations to:

- understand and follow oral and written instructions
- keep records, possess the skill and knowledge to operate computers, and use spreadsheets (refresher training in the use of Microsoft Word and Excel will be provided if needed)
- cooperate effectively with fellow workers, elected Town officials, and the Select Board
- exemplary conduct when interfacing with the public is an absolute necessity in this position

The normal physical requirements including the ability and dexterity to reach, bend, turn, move hands, move arms, move feet, and move legs to operate the hand and foot controls of standard and maintenance vehicles are required. Normal, or correctable to normal, vision and hearing is required for the safe operation of equipment. The strength and endurance to repeatedly lift heavy objects, pull and tug objects, dig, chop and use other hand tools, and perform other strenuous activities is required. The strength and endurance to perform effectively over long hours and in adverse weather conditions is required.

Maintaining a current and valid Vermont Commercial Driver's License (CDL) Class B is required.

Education:

High School Diploma, GED, or similar equivalent education is required.

Terms of Employment:

The position is a full time position. Overtime is required, especially during adverse winter weather conditions, as necessary to keep the Town highways useable.

All new employees will be required to complete a six-month probationary period. Applicants must satisfactorily demonstrate knowledge of road maintenance and repair work and possess a Commercial Driver's License (CDL), Class B, to successfully complete this probationary period.

The Road Foreman will demonstrate the skills and ability in using Microsoft Outlook, Word, and Excel to successfully complete the probationary period.

Experience:

Except as modified below, all requirements of the above description apply to this assignment.

Road Foreman: This position requires all the skills and responsibilities of a Level 2 road crew position and includes the following tasks:

- supervising fellow workers or others engaged in road maintenance and construction work
- helping in the preparation of an annual report to the Select Board assessing the condition of Town Highways
- assisting in preparation of plans for road care for the upcoming year(s)
- tracking and reporting road project Grant costs including road crew hours, equipment hours and all outside expenses (such as contractors, materials or equipment rental)
- assisting the Select Board in preparation of the annual Town Highway Budget
- performing occasional computer data entry and reporting
- instructing other road crew members in basic equipment operation
- possess working knowledge and understanding of the "Orange Book", A Handbook for Local Officials.
- evaluate Level 1 and Level 2 Road Crew Worker's performance annually

Evaluation:

- Performance, in accordance with the Town of Woodbury's Personnel Policy and Procedures and this Job Description, are the standards against which performance will be evaluated.

Compensation:

The hourly wage associated with the road foreman's position shall be determined by the Select Board based on qualifications. Information obtained through discussions with the applicant's references shall be considered as well.

The road foreman's wage increases are determined by the Select Board after the six month probationary period and then on an annual basis.