

**Town of Underhill
Job Description
Road Foreman**

Job Summary

The Town of Underhill Road Foreman is responsible for proper maintenance of all town highways. To this end this position requires experience in all aspects of highway and bridge construction and maintenance, personnel management, employee and contractor oversight, equipment operation and maintenance, job safety, mechanical ability, record keeping and communicative skills and assistance with budget development, plus any other tasks assigned by the Selectboard.

Essential Job Functions

1. Plan, supervise, and coordinate daily highway department operations and projects. This is a “working foreman” position and requires ability to operate all town equipment and perform the same jobs as other department employees.
2. Monitor department operations and respond to problems on a daily basis, including complaints by the public. Relate to Town citizens in a professional, courteous and respectful manner, appropriately responding to their complaints. When unsure how to handle a complaint, communicate with the Selectboard.
3. Supervises and assists in repairing streets and drainage systems; compacting and grading gravel roads; repairing ditches, landscaping, tree/branch cutting and removal, culvert repair and replacement and related activities.
4. Review and verify employee time sheets and submit to Finance Officer on specified day. Ensure that employees assign hours to the proper time sheet labor category.
5. Supervise highway personnel to obtain top quality workmanship, efficiency, employee satisfaction and morale. Ensure proper safety procedures are followed; bring unusual personnel problems to the attention of the Selectboard. Oversee employee training requirements. Ensure compliance with Personnel Policy Handbook.
6. Carry out a regular maintenance schedule for routine and preventative maintenance of equipment and keep records on all major pieces of equipment.
7. Maintain accurate records of all purchases. Use Purchasing Policy for purchases. Review invoices for accuracy and code for proper budget category
8. Recognize and communicate to the Selectboard any priority projects or problems.
9. Recommend, communicate, and cooperate with the Selectboard as appropriate in all areas and specifically in:
 - a. Bidding for purchases of supplies, equipment, and contracted services as per approved budgets;
 - b. Make recommendations for hiring/firing of highway employees;
 - c. Provide annual written performance review of each employee based on job descriptions;
 - d. Communicate important department activities to the Selectboard or Town Administrator on a regular basis. Meet with the Selectboard as needed. Submit reports to the Selectboard when requested.
 - e. Assist with review of plans, cost estimates, and specifications for highway projects.
10. Assists in the Highway Budget and oversees the budget after adoption.
11. Maintain a working knowledge of federal, state, and local statutes and regulations affecting department operations. Ensure that all employees maintain all required licenses or certifications required to perform their jobs.
12. Any other tasks as assigned by the Selectboard relating to town operations.
13. Attend periodic Selectboard meetings.

Education and Training

High school education or equivalent, 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.

Critical Skills/Expertise

1. Working knowledge of materials, methods and techniques commonly used in street, 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, grader, 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 efficiency results.
5. Ability to read engineering plans for road and road drainage construction and to follow prescribed lines and grades.
6. Ability to understand and follow complex written instructions, policies and procedures pertaining to assigned duties.
7. Ability to establish and maintain harmonious relationships with employees and the public using tact and resourcefulness in meeting new problems.
8. Must pass pre-employment medical exam and random drug and alcohol testing.
9. CDL and clean driving record.

Work Environment

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.