

# **Town of Shaftsbury**

## **DPW Foreman Position Description**

### **General Summary**

Under the direction of the Town Administrator, manage the Department of Public Works, supervise its employees; manage, oversee and implement maintenance, repairs, operations, and capital improvements associated with Town-owned roads and highways and associated rights-of-way, bridges and culverts, sidewalks, and the maintenance, repair, and improvements to All Town properties to including Cole Hall and the Park System.

### **Hiring/Removal from Employment**

Nominated by the Town Administrator and hired by the Select Board in an at-will employment arrangement. The DPW Foreman may be removed with or without cause at any time by the Select Board, after consultation with the Town Administrator.

### **Reporting**

- This position reports to and is supervised by the Town Administrator.
- All DPW Employees report to and are supervised by the Road Foreman

### **Knowledge, Skills, Abilities and Credentials Required**

- Progressive experience and in-depth knowledge of the maintenance, repair, operation and improvement of roads and highways and associated rights-of-way, bridges and culverts, and sidewalks, and the maintenance, repairs, and operation of buildings and grounds, including supervisory experience.
- In-depth knowledge of road and sidewalk maintenance, including snow and ice removal.
- Ability to effectively lead, supervise, manage and motivate subordinate employees – inclusive of the ability to resolve difficult and confrontational situations.
- Knowledge of OSHA and VOSHA rules and regulations and generally accepted safety practices.
- Ability to plan and implement monthly, seasonal and yearly road, bridge, buildings and grounds maintenance plans.
- Strong organizational, planning, and time management skills; ability to coordinate multiple projects and assignments, prioritize, and meet deadlines.
- Ability to manage spending in order to ensure that the Highway Department adheres to appropriated budgets.
- Strong communication skills, capable of making accurate, cogent and concise oral and written reports, correspondence, notices and directives, employing proper grammar, spelling and punctuation.
- Well-honed interpersonal skills, including team-building and staff participation, contractor/vendor supervision skills, and customer service. Ability to interact constructively with the public and effectively resolve conflict.

- Strong computer skills with experience in Microsoft Office products (with particular emphasis on Word, Excel and Outlook), internet and email programs.
- Ability to effectively supervise and manage contractors and outside vendors, including road paving contractors.
- Valid Vermont CDL (Class B minimum), satisfactory driver's record, and ability to maintain license during employment.
- Ability and skill in operating and maintaining heavy machinery, trucks and other equipment. High school diploma required; a Associates Degree in Civil Engineering Technology, Construction Management or related field is strongly preferred.

## **Duties and Responsibilities**

- Manage the maintenance of Town-owned roads and highways and associated rights-of-way, bridges and culverts, and sidewalks, as well as driveways and parking areas of Town-owned buildings, grounds and parks.
- Manage and delegate the daily work load of the Department to ensure the effective and efficient management of the Department and to coordinate and prioritize its overall duties, including oversight of independent contractors
- Provide clear, concise reports on Highway Department plans, activities and project process to Town Administrator or Select Board as requested or directed.
- Supervise all the department's employees, including the implementation and enforcement of Town policies and procedures as adopted by Select Board and Town Administrator. Develop and implement a Department procedural manual.
- Develop and implement a weekly, monthly and yearly maintenance plan for Town roads, highways, rights of way, sidewalks, bridges and culverts. Oversee town's road resurfacing projects and other capital improvements such as drainage and bridge construction. Assist in the development of operating and capital budgets.
- Manage the removal of snow and ice from Town highways, roads, sidewalks, driveways and parking lots.
- Manage the annual budgets for the Highway Department in conjunction with the Town Administrator.
- Oversee the maintenance of rights of way; remove brush, obstructions and garbage as necessary.
- Respond to emergencies, including holidays, weekends and nights, as necessary.
- Review and enforce highway access permits in conjunction with the Zoning Administrator as necessary.
- Oversee the Highway Department payroll procedures and work cooperatively with the Town Administrator to assure accurate and accountable timesheets.
- Administer the usage of overtime to best maximize limited discretionary budget funding.
- Work with the Town Administrator to implement safety policy and safety procedures in compliance with OSHA and VOSHA.
- Oversight and enforcement of staff training plans.
- Identify safety risks on Town roadways, Highway Department buildings and grounds and work to reduce or eliminate risks.

- Directs and performs maintenance on all Highway Department equipment and vehicles. Create and maintain an Equipment Maintenance Plan.
- Maintain inventories and ensure an adequate supply of materials, equipment, parts and related items. Adhere to Town purchasing policy and guidelines; work with the Town Administrator to ensure cost-effective purchasing of materials, supplies, labor and capital items. Work closely with the Town Administrator, bookkeeping staff, and Town Treasurer to ensure an efficient and accurate accounts payable process.
- Participate in an annual performance evaluation; as well as the evaluation of reporting employees in conjunction with the Town Administrator.
- Attend Select Board meetings and other public meetings, training, seminars and conferences as requested by the Town Administrator or Select Board.
- Work cooperatively with other Department Heads to ensure the efficient and effective operation of Town government.
- Perform other related work as assigned by the Town Administrator.

### **Working Conditions**

- Physical demands of the position: Employee spends a significant amount of time in the field performing hands-on maintenance work. Employee must have the strength, stamina and physical coordination required to perform moderate to heavy physical activity and exertion, including heavy lifting. Employee must be able to frequently enter and exit equipment and vehicles. Employee is regularly assigned to work sites with treacherous terrain, fumes, dust, chemicals and other hazardous materials, loud machinery and equipment and other dangers associated with maintenance activities and road and sidewalk maintenance. Employee must have the stamina to walk for extended periods of time. Physical labor is performed in every type of weather condition, including extremely adverse weather conditions, extremely hot and severely cold weather.
- Duties require evening, night, and weekend holiday work; may require occasional response to facility or road-related emergencies
- Generally this position works 40 hours per week, but additional hours are often required due to weather or other emergency conditions.
- Proportion of time that this position will work in a management capacity is approximately 50%, with the remaining 50% engaged in direct hands-on maintenance work.

**Disclaimer**

This job description is not intended to be an exhaustive list of any and all duties performed by the incumbent. Managers may use discretion when assigning duties to employees in order to ensure that the Department’s responsibilities and duties are fulfilled. This document shall not be construed as an employment contract or agreement. All Town employees are considered employees at-will.

**Approvals**

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**Select Board Representative**

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**Date**

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**Town Administrator**

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**Date**

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**Employee**

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**Date**