

Commonwealth of Massachusetts
Town of Lanesborough



Job Title: DPW Foreman

Classification: Non-Exempt

Status: Full-Time 40 hours; overtime as necessary

Pay Scale/Grade/Salary: \$25.54-\$30.94

Reports to: DPW Director

Definition:

Supervisory and skilled manual work in directing work crews and in operating equipment on highway department projects as assigned by the DPW Director; all other related work as required.

Supervision:

Works under the general direction of the DPW Director; assumes leadership of department when the DPW Director is unavailable.

Performs highly responsible duties requiring judgment in organizing and directing subordinates and in careful operation of assigned equipment. Including MS4 reporting, sewer system notification and handling union issues.

Supervises full-time and part-time employees.

Makes frequent contacts with other Town departments and with the general public to coordinate activities and respond to questions and complaints.

Job Environment:

Some work is performed under typical office conditions; most work is performed outdoors with exposure to various weather conditions and the hazards associated with operating heavy machinery, and potential periodic exposure to personal injury.

Makes frequent contact with Town officials and the general public.

Essential Functions:

Acts as crew member as well as supervisor for crews engaged in maintenance and repair projects including construction, repairing and maintaining streets, sidewalks, catch basins and drainage systems, patching potholes, laying pipe, grading and hot topping streets, cutting brush, repairing and installing street signs, plowing snow, and sanding streets; and collecting and disposing of leaves and refuse; plans and lays out project for crew.

Operates motor vehicles and equipment necessary for completion of projects, such as road and drainage construction, snow removal and the like. Operates heavy motor equipment such as trucks and backhoe. May service and follow prescribed preventative maintenance procedures on assigned equipment.

Performs labor incidental to the work of operating assigned equipment (e.g., changing plow blades, washing trucks and equipment) or other laboring tasks.

In coordination with DPW Director, inspects road safety conditions and suggests methods of snow removal and ice control; in absence of DPW Director, allocates equipment and manpower to limit hazards during snow storms.

In absence of DPW Director, handles problems and complaints involving street conditions, drainage, damage done to private property while plowing.

Serves as DPW Director in the DPW Director's absence; schedules and assigns crew members to specific tasks; reviews work in progress.

Physical Requirements:

Constant moderate to strenuous physical effort required in performing duties. Frequently required to move (push, pull, lift or carry) objects weighing up to 100 pounds.

Recommended Minimum Requirements:

Education and Experience: High school diploma or equivalent; three to five years of progressively responsible experience in public works construction and maintenance programs, plus qualifying experience in equipment operation and maintenance, including heavy equipment operation; or any equivalent combination of education and experience.

Knowledge, Ability and Skill:

Thorough knowledge of the materials, methods and techniques of public works construction and maintenance projects. Skill in operating heavy construction and maintenance equipment units. Ability to supervise small work crews. Ability to carry out instructions. Ability to maintain good public relations.

Valid Massachusetts Driver's License and possession of Class II-A Hydraulics License and CDL Class B License with air brakes endorsement required.

This job description does not imply that these are the only duties to be performed. Employees occupying this position will be required to follow any other-related instructions and to perform any other job-related duties requested by the Select Board. Furthermore, this does not establish a contract for employment and is subject to change at the discretion of the employer.

**The physical demands and work environment 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.*