



Town of Winslow

**114 Benton Avenue
Winslow, ME 04901
(207)872-2776**

Position: Foreman
Department: Public Works
Classification: 19 Exempt (23 Exempt with Engineering Degree)
Salary Range: \$52,998 to \$62,358 (\$59,571 to \$68,931 with Engineering Degree)

This is a supervisory and skilled position in public works maintenance and construction activities.

The employee supervises, schedules, and coordinates public works crews engaged in street, sidewalk, shoulder and ditch construction, snow and ice control, public facilities maintenance, automotive and equipment maintenance, and sewer and storm drain maintenance and construction. Position is on-call every other week from Monday, 12:00am, to Sunday, midnight, for a total of 26 weeks per year.

This position reports to the Public Works Director who reviews and evaluates employee performance.

All employees of the Public Works Department hired after July 1, 2008, must reside within a distance which allows a response time of 20 minutes from the residence to the Public Works facility under normal travel conditions at legal speeds.

Essential Job Functions

- Supervises crews engaged in the construction and maintenance of municipal streets, sidewalks, heavy equipment, public parks, and public buildings as well as crews performing snow and ice removal and road paving. Ensures the proper maintenance of the Town's inventory of street signs.
- Shares on Call responsibilities with the Public Works Director on an alternating bi-weekly schedule.
- Assists with supervising construction, or maintenance, of municipal storm drainage and sewer lines and facilities.
- Inspects work to ensure conformance with quality standards and makes necessary adjustments in assignments and methods to correct deficiencies.
- Supervises the operation and maintenance of department equipment, including heavy and light equipment, trucks, and other equipment and tools.
- Supervises the work of Public Works crew engaged in a variety of public works activities, such as erecting signs and fences, cleaning catch basins, minor carpentry, tree trimming, snow and ice control operations, street sweeping, line striping, etc.
- Receives written or oral assignments; contacts the crew and collects necessary equipment; assigns work for each member of the crew and instructs men in proper methods of work.

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- Assists with performance evaluations and reviews them with subordinates.
- Maintains records of materials, equipment and manpower assigned to jobs.
- Ensures implementation of proper preventative maintenance practices.
- Cordially investigates complaints from the public.
- Maintains records of sufficient detail to indicate total job cost when completed.
- Investigates equipment prices and costs as required.
- May be assigned to act as Department Head in Public Works Director's absence, completing any necessary tasks during the interim.
- Assists the Public Works Director in preparing work plan for Highway Department.
- Supervises part-time summer help.
- Plans, organizes, and supervises the loading, unloading and transfer of building and maintenance materials, furniture, equipment, and other materials.
- Performs related work as may be required.

Knowledge/Skills

- Considerable knowledge of the materials, methods and techniques commonly used in municipal, rural and in-town road construction activities and sewer and storm drain maintenance.
- Working knowledge of the materials, methods, techniques, tools and equipment used in street, road, bridge, sewer, drainage, building and allied construction, maintenance and repair work.
- Knowledge of bookkeeping principles along with general mathematical skills.
- Considerable knowledge of the hazards and applicable safety precautions of the line of work.
- Knowledge of relevant local, state, and federal regulations.
- Excellent keyboarding skills and ability to use computer word processing, spreadsheet, database, and other programs.
- Working knowledge of the trades and of heavy equipment repair and operation and maintenance.
- Working knowledge of the operation of road construction equipment such as front-end loaders, grader, backhoes, pavement rollers used in road construction work.

Ability To:

- Supervise in a positive, respectful, and consistent manner while holding individuals accountable for their performance and behavior.
- Ability to plan, organize, and supervise a group of 10 to 20 subordinates in a manner conducive to full performance and high morale.
- Ability to organize, direct, and supervise the work of a crew performing skilled, semi-skilled, and unskilled tasks, obtaining efficient results.
- Ability to read blueprints and run grades.
- Ability to understand and follow complex oral and written direction.
- Ability to establish and maintain harmonious relationships with other supervisors and departments in order to achieve satisfactory results.
- Ability to make decisions recognizing established precedents and practices, and to use resourcefulness in addressing new problems.

- Ability to deal with contractors or the public in a courteous and professional manner under sometimes stressful conditions.
- Ability to maintain accurate records in a timely manner.
- Ability to perform supervisory duties for extended periods of time, potentially in adverse climatic conditions.

Minimum Requirements

- High School diploma or equivalent
- Must possess valid Class B (at minimum) State of Maine Motor Vehicle license.
- Physical strength and agility sufficient for performing duties of the job.
- Considerable experience with public works or related construction operations, including the operation of equipment and experience in road construction and repair.
- Any equivalent combination of experience and training.
- Supervisory experience preferred.
- Basic computer familiarity required.

Working Conditions

Frequently requires bending and stooping, work on uneven ground, lifting and carrying of objects up to 50 pounds, use of both feet for repetitive movements such as operating foot controls, use of hands for repetitive movements such as grasping of hand controls, handles, tools, etc., exposure to moving equipment and machinery, marked changes in climate conditions, exposure to dust, fumes and gases. Frequent exposure to chemicals, bacteria and other hazards associated with wastewater and storm water collection and pumping systems. Requires climbing of stairs. Occasionally requires squatting, crawling, ladder use, reaching above shoulder level, crouching, kneeling, balancing, and carrying or lifting of objects up to 100 pounds.