

TOWN OF WINSLOW, MAINE
Position Description

PUBLIC WORKS HIGHWAY FOREMAN

DISTINGUISHING FEATURES OF WORK

This is a supervisory and skilled work 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, refuse and recycling collection, automotive and equipment maintenance, and periodically sewer and storm drain maintenance and construction.

Work is performed under the direction of the Public Works Director and is subject to review through reports and results achieved.

EXAMPLES OF WORK (Illustrative only)

- ◆ Supervises crews engaged in the construction and maintenance of municipal streets, sidewalks, heavy equipment, snow and ice removal, road paving, sidewalks, and public buildings. Ensures the proper maintenance of the Town's inventory of street signs.
- ◆ May assist 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 or work.
- ◆ 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. Completes basic paperwork required of Public Works Director in Public Works Director's absence. May involve computer work.
- ◆ 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.

REQUIREMENTS OF WORK

- ◆ 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.
- ◆ Considerable knowledge of the hazards and applicable safety precautions of the line of work. Knowledge of relevant local, state and federal regulations.
- ◆ 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 lay out, direct, and supervise the work of a crew performing skilled, semi-skilled, and unskilled road, catch basin, or line maintenance activities, obtaining efficient results.
- ◆ Ability to read blueprints and run grades.
- ◆ Ability to understand and follow complex oral and written direction.
- ◆ Ability to plan, organize, and supervise a group of 10 to 20 subordinates in a manner conducive to full performance and high moral.
- ◆ Ability to establish and maintain harmonious relationships with other supervisors and employees and to effectively obtain satisfactory work output.
- ◆ Ability to make decisions recognizing established precedents and practices, and to use resourcefulness in meeting new problems.
- ◆ Ability to deal with contractors or the public in a courteous and professional manner.
- ◆ Ability to maintain records in a timely manner.

- ◆ Ability to perform supervisory duties for extended periods of time, potentially in adverse climatic conditions.

DESIRABLE TRAINING AND EXPERIENCE

Considerable experience with public works or related construction operations, including the operation of equipment and experience in road construction and repair. Maintenance of public works utilities and facilities. High school diploma or G.E.D. Any equivalent combination of experience and training. Supervisory experience preferred. Basic computer familiarity required.

NECESSARY SPECIAL REQUIREMENTS

Must possess valid Class II State of Maine motor vehicle license.

Physical strength and agility sufficient for performing duties of the job.

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.