

TOWN OF MONKTON
ROAD FOREMAN
JOB DESCRIPTION

Job Summary

This position is to serve as the working supervisor of the Town of Monkton Highway Crew, carrying out a variety of highway and town maintenance related tasks. This person is responsible for the day-to-day operations of the Highway Department. This position requires experience with personnel management, all aspects of highway and bridge construction and maintenance, employee and contractor oversight, equipment operation and maintenance, job safety, mechanical ability, record keeping and communicative skills, assistance with budget development, any other tasks assigned by the Selectboard. The position is full-time, requiring a flexible schedule which may include nights, weekends and holidays.

Level of Responsibility

The Road Foreman works under the broad supervision of the Selectboard and reports directly to the Selectboard or the Road Commissioner, if one is appointed.

Major Duties

The Road Foreman's duties shall include, but not be limited to, the following:

- 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 when necessary;
- 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. Where unsure how to handle a complaint, communicate with the Selectboard;
- Reviews and approves administrative requirements of Road Crew, including daily timesheets, daily work logs, vehicle logs, etc.;
- 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;
- Maintain accurate records of all purchases and submit invoices to the Town Treasurer weekly;
- Carry out a regular maintenance schedule for routine and preventative maintenance of equipment and keep records on all major pieces of equipment;
- Recognize and communicate to supervisor any priority projects or problems;
- Recommend, communicate and cooperate with supervisor as appropriate in all areas and specifically in:
 - a. Bidding for purchase of supplies, equipment and contracted services as per approved budgets;
 - b. Development of department budget and monitor spending versus budget throughout the year;
 - c. Make recommendations for hiring/firing of highway employees;

- d. Develop (and modify as needed) job descriptions for highway employees and provide an annual written performance review of each employee based on job descriptions;
 - e. Assist with review of plans, cost estimates and specifications for highway projects;
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- Follow weather conditions affecting highways and make provisions for any extra maintenance required. Ensure 24 hour coverage for emergency situations. High priority to winter maintenance: plowing sanding and salting operations. Requires night and weekend work;
 - Maintain a working knowledge of federal, state and local statutes and regulations affecting department operations. Ensure that all employees maintain all required licenses and certifications required to perform their jobs;
 - Comply with crew drug testing requirements;
 - Perform any such other work as deemed necessary by supervisor;
 - Maintain roads to Vermont Agency of Transportation Standards.

Qualifications

The Road Foreman will have the following qualifications:

- Possess at least a high school diploma or GED;
- Commercial Driver's License, with proper endorsements and medical card;
- Significant construction or public works experience;
- Considerable knowledge of road construction and maintenance, culvert installation, etc.;
- Experience driving trucks, plowing snow and operating heavy equipment;
- Knowledge of highway maintenance practices and road repair techniques in all weather conditions;
- Experience or working knowledge of paving and paving materials and practices, drainage and culvert construction;
- Knowledge of safe gravel pit practices;
- Ability to perform routine service and maintenance of Town Highway Department equipment;
- Ability to communicate well, and guide and direct others;
- Ability to withstand exposure to varying weather conditions and exertion of significant physical effort.
- Ability to inspect roads of Monkton on a timely basis during winter snow events and be available at the Town Garage within 20 minutes when needed.

Term of Employment

The Road Foreman will be hired by the Selectboard after interview(s) and reference checks. Terms of employment, compensation and benefits will be set by the Selectboard. Six month probationary period will be a condition of employment. The Road Foreman will pass a mandated drug test prior to start of work in compliance with requirements of the Vermont League of Cities and Towns, and will be subject to random drug testing during his or her employment.

Evaluations

Annual evaluations detailing the performance of the Road Foreman will be performed by Selectboard or the Road Commissioner, if appointed, during which the Foreman will be afforded an opportunity to respond to

the evaluation.

Disclaimers

The above information is intended to describe the general nature of this position and should not be considered a comprehensive statement of duties, activities, responsibilities, and requirements. Additional duties, activities, responsibilities, and requirements may be assigned, with or without notice, at any time. This job description is neither an employment contract nor a promise of work for any specific length of time.

Equal Employment Opportunity

The Town of Monkton is an Equal Employment Opportunity employer.

Compensation and Benefits

Salary and benefit package, including vacation, sick time and insurance, will be negotiated with the Selectboard annually and will be based on satisfactory job performance.

ADOPTED _____ 2016

Stephen Pilcher

Anne Layn

Henry Boisse

John McNerney

Roger Parker