

**TOWN OF WASHINGTON  
DEPARTMENT OF PUBLIC WORKS**

**PUBLIC WORKS FOREMAN**

**JOB SUMMARY**

The public works Foreman is responsible for supervision of daily work for the highway department and solid waste in concert with the Public Works Director and responsible for high quality road maintenance and road maintenance planning. The Highway foreman is also responsible for all duties of the Public Works Director in his/her absence. Also provides leadership, direction and supervision to work crews as assigned by the Director of Public Works.

Additionally, responsible for the skilled and safe operation of and routine preventative maintenance of assigned heavy and light duty trucks, heavy and light construction equipment, and hand and power tools used in the construction and maintenance of roads and other public works projects. May be required to perform manual labor tasks incidental to the operation and maintenance of assigned equipment such as the loading and unloading of materials and the performance of unskilled and semi-skilled work on construction and maintenance projects. Regularly serves as crew leader on minor and major construction and maintenance projects.

Furthermore, responsible for the upkeep and recording of Highway Department records including tracking of materials, planning of maintenance operations and assisting the Director in filing permits, conducting survey operations and other managerial tasks required of the position.

Performs other public works department duties which may be temporarily assigned, to include, but not necessarily limited to: vacation and absence stand-in for other public works department personnel; building and grounds maintenance; transfer station operations, maintenance, and repair, and; support for road, bridge, and sidewalk construction, maintenance and repair, to include winter storm operations.

**SUPERVISION RECEIVED**

Works under the supervision of the Director of Public Works, who assigns areas of responsibility, outlines policy, reviews work in progress and/or completion, and provides instruction as necessary. Duties are performed in accordance with established and specified procedures.

## **SUPERVISION EXERCISED**

Supervises employees directly under Highway Foreman's chain of command and any assigned employees or sub contractors in the absence of the Director of Public Works. Supervisory duties may require deskwork in an office environment.

## **EXAMPLES OF ESSENTIAL DUTIES**

(Except as specifically noted, the following functions are considered essential to this position. The listed examples may not include all duties associated with the position of Highway Foreman.)

1. Communicates on a daily basis with the Director of Public Works in regards to the highway division staffing, vehicle, and equipment needs.
2. In coordination with the Public Works Director, dispatches, directs the work of, and assists the highway construction and maintenance crews.
3. Monitors scheduling of the work and use of equipment by the highway crews.
4. Provides direction and support for the supervisor and personnel involved in road, bridge and drainage system construction, repair and maintenance.
5. Supports and coordinates the highway department in the maintenance and replacement of all public right of way infrastructure with the Director.
6. In coordination with the Public Works Director, oversees and coordinates winter maintenance operations performed by the Department of Public Works.
7. Operates all highway equipment such as an excavator, loader, bulldozer, backhoe, street sweeper, grader and dump truck in an as needed basis.
8. In coordination with the Public Works Director, organizes snow plowing and snow removal from streets, sidewalks, and parking lots.
9. Sets grade for drainage culverts and road and parking lot repairs.
10. Monitors all safety equipment and maintenance tools, and recommends replacement.
11. Patrols Town of Washington streets and roads to detect necessary repairs and improvements.
12. Obtains operational permits such as "Dig Safes" and assists the Director with the data gathering, data reduction and application process for larger projects requiring permits.
13. Makes on-site visits to public works in progress for the purpose of evaluation and support.

14. Monitors and responds to citizen concerns via emails and phone calls regarding Highway activities or problems
15. Provides instruction for employees on work methods and standards related to their assignments.
16. Supervises personnel in the preparation of maintenance and repair records.
17. Monitors work performance to ensure compliance with town ordinances and safety policies and procedures.
18. Maintains daily records of equipment and materials used for each project.
19. Ensures compliance with safety policies and procedures.
20. Performs all other related duties as assigned.

### **KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED**

Experience with the functions, operating methods, and care required in the operation and maintenance of heavy and light construction equipment used in public works projects; experience with the use of and the ability to perform minor servicing and maintenance on light power equipment, such as mowers, chain saws, portable pumps and generators, etc.; ability to skillfully and safely operate motor vehicles, to include heavy and light duty trucks with manual transmissions; ability to perform minor building maintenance work, to include the use of hand and power tools used in carpentry, masonry, painting, and plumbing; ability to read and interpret written instruction and technical manuals generally used in the execution of duties assigned, to read written and interpret instructions in the form of work orders, policies, rules, and regulations, and the ability to write legibly and clearly in the completion of log sheets, forms, reports and other records; ability to read and interpret blue prints and plans; experience in the proper methods and techniques in safe and effective traffic flagging operations; ability to establish and maintain effective working relationships with other employees, to supervise small work groups, and to give oral and written instruction and training; ability to understand and follow oral instructions; ability to effectively and professionally communicate with the general public. The basic utilization of computers for records, databases, planning programs and communications is a strong need for the positions primary function.

### **LICENSURE AND CERTIFICATION REQUIREMENTS**

NH Motor Vehicle Operator's License & NH Commercial Motor Vehicle Driver's License, Class B.  
University of New Hampshire T2 program Senior Road Scholar, State of New Hampshire Weigh Master License.

## **MINIMUM QUALIFICATIONS REQUIRED**

High School diploma or equivalent, plus five (5) years experience in the operation and routine servicing of commercial trucks and heavy construction equipment, and, in road and site work construction, OR any combination of education and experience which demonstrates possession of the required knowledge, skills, and abilities.

## **TYPICAL WORK ENVIRONMENT**

The work is typically performed at an outdoors work sites. The employee is exposed to noise, dust, dirt, grease, and machinery with moving parts, irritating chemicals, and occasional inclement weather. Their work may require the use of protective devices such as masks, ear and eye protection, or gloves.

Supervisory responsibility: this position has direct responsibility for the supervision of Highway personnel

## **TYPICAL PHYSICAL REQUIREMENTS**

Must be able and willing to perform strenuous physical work under all climatic conditions such as extreme heat and cold, high winds, rain, and snow. Duties may require, while wearing or using proper personal protective equipment: walking, standing, heavy lifting, twisting, bending, squatting, kneeling, and may require crawling and climbing; work in garages in dirty and greasy areas, in cramped positions, with exposure to fumes, noise and other hazards from operating engines and equipment; work in trenches and excavations in wet and muddy conditions; work in confined spaces, such as drainage and sewer man-holes when required, wet wells, etc. Typical work surfaces are: concrete, tile, carpet, plastic, sand, gravel, asphalt, and difficult terrain.

### **Lift**

Lift up to 10 lbs	Frequently Required
Lift 11 – 25 lbs	Frequently Required
Lift 26 – 50 lbs	Occasionally Required
Lift over 50 lbs	Occasionally Required

### **Carry**

Carry up to 10 lbs	Occasionally Required
Carry 11 – 25 lbs	Rarely Required
Carry 26 – 50 lbs	Rarely Required
Carry over 50 lbs	Not Required

### **Reach**

Above Shoulder Height	Occasionally Required
Reach at Shoulder Height	Frequently Required
Reach Below Shoulder Height	Occasionally Required

### **Other Physical Requirements**

***Hand Manipulation***

Grasping, Handling, torquing, fingering                      Frequently Required

***Other***

Push & Pull	Occasionally Required
Twisting & bending	Occasionally Required
Crawling	Rarely Required
Squatting	Rarely Required
Kneeling and Crouching	Rarely Required
Climbing	Occasionally Required
Balancing	Occasionally Required

**During an 8-hour Day, employee is typically required to**

Consecutive Hours		Total Hours	
Sit	2-3 hours	Sit	5 hours
Stand	1 hour	Stand	1hour
Walk	1 hour	Walk	1 hour

**Cognitive and Sensory Requirements**

Talking	Necessary for communication with others
Hearing	Necessary for receiving instruction & Information
Sight	Necessary for performing job effectively
Tasting and Smelling	Tasting ~ Not Required
	Smelling ~ Occasionally Required