



# **Public Works Foreman**

## **Job Description**

### **Public Works Department**

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#### **Nature of Work:**

Daily supervision of workers engaged in skilled and unskilled tasks in the Town's Highway Construction and Maintenance Program, as well as other projects affecting municipal property and buildings. Position requires an ability to handle a crew of workers, and requires considerable interaction with other municipal employees and members of the general public.

#### **Essential Duties and Responsibilities:**

1. Responsible for implementing and overseeing the daily highway work program as outlined by the Town Manager, including, but not limited to repairing and maintaining roads, cutting brush, roadside ditching, culvert installation, resurfacing, stockpiling sand, snow removal and other tasks as assigned by the Town Manager.
2. Supervises and participates in scheduled work including road construction, where he exercises technical supervision of other workers.
3. Responsible for all Town Highway Department equipment.
4. Supervises building maintenance and repairs to municipal facilities as assigned.
5. Helps prepare estimates of personnel, material and equipment needs.
6. Prepares bid packages and reviews contractor submittals.
7. Submits budget requests and manages the Public Works budget.
8. Is responsible for all purchasing within the department.
9. Accountable for all Highway Department vehicles, equipment and machinery, and assures proper maintenance.
10. Responsible for the maintenance and repair of all Town owned dams and their equipment and the monitoring of water levels at Seal Cove Pond.
11. Other duties as assigned by Town Manager.

#### **Minimum Qualifications:**

##### ***Knowledge, Skills, Experience, and Abilities:***

- Holds a State of Maine Class (2) CDL License
- A minimum of 5 years related experience.
- Knowledge of the hazards and applicable safety precautions of the work.
- Knowledge of basic municipal administration including computerized data management.
- Knowledge of materials, methods and techniques commonly employed in highway construction and maintenance activities
- Ability to understand and follow oral and written directions.
- Ability to perform heavy manual work for an extended period.
- Ability to maintain and operate heavy equipment.
- Ability to operate light power equipment.
- Ability to perform a variety of skilled maintenance and manual tasks.

- Physical strength and agility necessary to perform the functions of the job under exposure to varied climatic conditions.
- Ability and willingness to work outdoors in all weather conditions, year-round.
- Ability to maintain satisfactory relationships with Town officials, other employees and the public.
- Willingness to take co-responsibility for how the entire Town government functions.
- Graduation from high school or G.E.D.

***Physical Demands:***

- Visual acuity sufficient to read documents.
- Manual dexterity to write and handle small tools.
- Hearing sufficient to communicate in person, on the telephone and by radio.
- Physical ability to lift up to 50 pounds.

**Supervision Received**

- Employee reports directly to the Town Manager.

**Supervision Exercised:**

- Supervision of Public Works employees.

**Job Classification:**

- Regular, fulltime (FLSA non-exempt from overtime)

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The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. This job description does not constitute an employment agreement between the Town and employee and is subject to change by the Town as the needs of the Town and requirements of the job change.

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*~ The Town of Tremont Is an Equal Opportunity Employer ~*

I received a copy of this job description on \_\_\_\_\_ Signed \_\_\_\_\_