

**TOWN OF EAST MONTPELIER
ROAD FOREMAN - JOB DESCRIPTION**

QUALIFICATIONS:

1. Supervisory and management skills
2. 5 years practical experience in the planning, construction, maintenance and management of highways
3. Mechanical skills
4. CDL with medical certification required
5. Heavy equipment operator experience
6. Experience operating chain saw, welder, brush cutter and other equipment.
7. Ability to lift up to 100 lbs
8. Ability to work independently
9. High school graduate or equivalent
10. Computer skills

REPORTS TO: Town Administrator

PURPOSE: Maintain safe and traversable roads for the citizens of East Montpelier in a timely and cost effective manner.

TERMS OF EMPLOYMENT: 40 hours per week UNLESS additional hours are needed. Compensation to be determined based upon qualifications and experience. Overtime begins after 40 hours per week. Provided with, at the discretion of the Selectboard, a cell phone, pager, and, for town use only, a pickup truck.

EVALUATION: Performance of this job will be evaluated at the end of six months and annually thereafter.

RESPONSIBILITIES:

Adhere to the East Montpelier Personnel Policy and CDL Drug & Alcohol Policy.

Planning, scheduling, and implementation of highway and public works related activities.

Monthly and annual budgeting of highway funds.

Maintain town bridges and culverts in good and sufficient repair.

Supervise three full-time employees and additional part-time or temporary workers.

Report regularly to the Selectboard on the status of the roads.

Ensure town roads are properly graded, surfaced, graveled, and maintained.

Operate excavator, grader, bucket loader, backhoe, truck, snow plow, sander, steamer, and other mechanical equipment, including welder, chain saw, cutting torches, paint sprayer and press.

Prepare and research bidding specifications for the purchase of town equipment.

Perform mechanic duties, including greasing, oil changes, mounting equipment, minor repairs of engines, axles, transmissions, exhaust systems and other auto systems.

Perform hand shoveling, lifting of equipment, 100 lb. bags, culverts, guard rails, rocks and soils, hand removal of brush and fallen trees, culvert cleaning, and other like duties as necessary.

Forge effective working relationships with local, regional, and state personnel.

Remain up-to-date on road and bridge standards, state and federal permitting requirements and expectations for highways, and safety compliance rules and regulations for highway maintenance operations.

Deal courteously with the public and Town employees.

Be available, reliable, and on call in all weather conditions and at all hours.

Attend, at Town cost, workshops, trainings, and road foreman gatherings pertaining to highway maintenance, budgeting, and personnel supervision.

Decide if roads are safe for school bus travel.

Other duties as assigned.