

### Apprentice Highway Foreman

*Full time, 40 hour per week, twelve-month work year*

*Our current Highway Foreman, Bill Reed, will retire in October 2024. We ask for candidates who, after a successful year of service under the direction of our current team leader, will be prepared to step into the Foreman's role. This position description outlines our expectations for Road Foreman duties.*

The Middletown Springs Highway Foreman serves as the working supervisor of the Town's highway crew, responsible for the day-to-day operations of the Highway Department. This position requires experience with personnel management; highway and bridge construction and maintenance; building and grounds maintenance; employee and contractor oversight; equipment operation and maintenance; job safety; mechanical ability; record-keeping, computer and communication skills; budget management, and assistance with budget development. This is a full-time, salaried position, requiring a flexible schedule which may include nights, weekends and holidays.

The Highway Foreman works under the direct supervision of the Selectboard to implement road-related policies as directed, and collaborates with the Road Commissioner and Town Treasurer to manage grants, highway expenditures and reimbursements. The Highway Foreman may be required to attend some Selectboard meetings and/or present information at public meetings.

The Highway crew is dedicated to the safety and beauty of our community. The person holding this position will demonstrate respectful conduct toward the citizens of the Town we serve, and toward all private property adjacent to our roads.

### Duties and Responsibilities

The Highway Foreman's duties include, but are not limited to, the following:

- Plan, supervise and coordinate daily Highway Department operations and projects. This is a "working foreman" position, requiring the ability to operate Town equipment and perform the same jobs as other department employees.
- Recruit, train, and supervise Highway personnel to obtain top quality workmanship, efficiency, employee satisfaction and morale. Ensure proper safety procedures are followed. Bring personnel problems to the attention of the Town Administrator. Oversee employee training requirements. Provide an annual written performance review of each employee based on job descriptions. Ensure that all employees maintain licenses and certifications required to perform their jobs. Comply with crew drug testing requirements.
- Monitor department operations and respond to problems promptly, including complaints by the public. Relate to town citizens in a professional, courteous and respectful manner, responding appropriately to complaints. Communicate with the Selectboard when unsure how to handle a grievance.
- Negotiate directly with property owners over work to be done within the Town's right-of-way, including scheduling, determination of greenery to be removed, cleaning and repair of

ditches, and the installation and maintenance of culverts beneath private drives and access paths.

- Maintain accurate and current Highway Department computer records including, but not limited to, vehicle maintenance records, road repair logs, etc. Carry out regular maintenance schedules for routine and preventative maintenance of equipment, keeping up-to-date records on all major pieces of equipment.
- Maintain accurate records of purchases and submit invoices weekly to the Treasurer.
- Working in conjunction with the Selectboard, develop department budget and monitor spending versus budget throughout the year; review plans, cost estimates and specifications for highway projects; determine materials and equipment required to complete jobs; initiate bids for purchase of supplies, equipment and contracted services as per approved budgets; assist with development of computerized capital budget for the approval of the Selectboard; assist Road Commissioner to develop, supervise and document highway grant applications and projects.
- Follow weather conditions affecting highways, and make provisions for any extra maintenance required. High priority to winter maintenance: plowing sanding and salting operations. Requires night and weekend work.
- Coordinate with the Middletown Springs Volunteer Fire Department, the Town's Emergency Management Director, and other Town officials in response to emergency conditions.
- Maintain a working knowledge of Federal, State of Vermont and local statutes and regulations affecting department operations.
- Coordinate with staff of the Rutland Regional Planning Commission to prioritize Highway-related projects, maintain road/bridge/culvert inventories, and fulfill work in alignment with the Town's Local Hazard Mitigation Plan.
- Maintain roads to Vermont Agency of Transportation Standards.
- Perform other work as deemed necessary by the Selectboard.

### **Supervision Received**

This employee receives supervision from the Selectboard, including annual performance reviews. The Road Foreman will have the opportunity to respond to that review.

Terms of employment are governed by the Town's Personnel Policy. Compensation and benefits will be established and updated annually by the Selectboard. A mandated drug test prior to start of work will be required in compliance with the requirements of the VT League of Cities and Towns, and random drug testing will take place during employment. It is the expectation that the Highway Foreman will adhere to the town's Conflict of Interest Policy and shall not derive any personal gain or profit, directly or indirectly, by reason of his/her employment with the Town.

### **Supervision Exercised**

This employee supervises all other Highway crew members, as well as the work of contractors.

### **Minimum Qualifications:**

Candidates for this position will hold significant construction or public works experience specific to road construction, maintenance and repair, both paved and unpaved. At least three years of related supervisory experience are expected. Other important qualifications include:

- Possess at least a high school diploma or GED
- Commercial Driver's License Class B or greater, with proper endorsements and medical card.
- Ability to read and understand blueprints, and to communicate road design in graphic and verbal forms.
- Knowledge of highway maintenance practices and road repair techniques in all weather conditions.
- Experience with numerous paving and paving materials and practices, drainage and culvert construction.
- Ability to communicate well and guide and direct others.
- Ability to use personal computer with general office software and the aptitude to learn highway software applications.
- Ability to use field computing, including tablet computer and camera.

This employee must live within 25 miles of the Town of Middletown Springs, and be available on-call to respond to weather conditions.

### **Physical Requirements:**

This position involves extensive physical strain and requires:

- The capability to withstand exposure to varying weather conditions while exerting physical effort during long shifts
- The ability to safely drive a municipal vehicle for prolonged periods of time that include darkness and challenging weather conditions
- The ability to safely switch from sedentary driving position to several hours of manual labor and vice versa
- The ability to lift at least 75 pounds
- Dexterity and visual acuity needed to safely drive, and to operate manual and power tools
- The ability to read, comprehend and follow written and verbal directions and instructions
- Good vision (with or without corrective lenses), peripheral vision, spatial orientation, and depth perception for safe driving, equipment operation, and accident avoidance
- The ability to respond immediately to vehicle horns and voice communication
- The ability to frequently climb up and down ladders, frequently climb into and out of large vehicles and heavy equipment safely
- The capability to stand and work over uneven or slippery terrain
- Physical demands also include frequent reaching, lifting, climbing, walking, prolonged sitting, prolonged standing, grasping, and bending/crouching
- The continued ability to pass Department of Transportation medical examinations required for CDL holders

## **Work Environment:**

The work environment characteristics described below represent those an employee may encounter while performing the essential functions of this job.

Most work occurs in trucks, outdoors on municipal roads, or in a municipal garage.

Frequent overtime is required during winter months, with highly variable work schedules, including nights, weekends, and holidays. Flexible weekend and night hours required during winter season.

Additionally, some work is performed near hazards associated with municipal highway work.

However, compliance and safety protocols and procedures are established and followed to minimize risk. Such hazards can include exposure to the following:

- Moving mechanical parts
- Roadside danger, including vehicles, cyclists and pedestrians
- Loud noise and vibrations
- Electrical charges
- Chemicals
- Fumes or airborne particles
- Biting insects
- Poisonous plants
- Other wildlife
- Exposure to extreme weather conditions
- Walking/movement on uneven or slippery surfaces

The Highway Foreman will report persistent unsafe conditions to the Selectboard so that they can be addressed most effectively.

## **Opportunity for Advancement**

The Road Foreman is the terminal position within the Town's Highway Department. It is expected that the Road Foreman will take advantage of education and training opportunities that will benefit his or her knowledge of best practices, improve management, planning and computer skills, and enhance his or her contribution to the Highway Department.

## Equal Employment Opportunity:

The Town of Middletown Springs is an Equal Employment Opportunity Employer.

### *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, requirements, and work environment. Additional duties, activities, responsibilities, and requirements may be assigned, with or without notice and at any time, and additional work environment characteristics may apply.*

*This job description is neither an employment contract nor a promise of work for any specific length of time.*

### Employee Acknowledgement

I have received and understand the requirements, essential functions, and duties of this position.

\_\_\_\_\_ Employee

\_\_\_\_\_ Selectboard Chair

Job description effective date: November 2023