

Personnel Policy

PUBLIC WORKS DEPARTMENT WORKING FOREMAN **JOB DESCRIPTION**

NATURE OF WORK

This is supervisory work and skilled work in public works maintenance and construction activities.

The Working Foreman is responsible for supervising and participating in public works maintenance and construction activities. Emphasis must always be placed on getting all phases of this work completed correctly, efficiently and safely. Work is carried out according to plans or instructions furnished by the Town Manager. This is a Working Foreman's position and the foreman will be responsible for equipment operation and maintenance duties and all other work functions performed by the Public Works Department.

ILLUSTRATIVE EXAMPLES OF WORK

Supervises and participates in all summer road maintenance activities such as road construction and repair, ditching, patching, sign erection and maintenance, culvert replacement, park and cemetery maintenance when required, tree removal and cleaning up debris and garbage on all town roads and property.

Supervises and participates in all winter road maintenance activities including responsibility for calling the public works department crew out to plow and sand. Emphasis must be placed on efficiency such as calling out only one truck when needed and avoiding unnecessary plowing and sanding, therefore minimizing gas, overtime, and equipment costs. Other winter road activities include snow removal from roads, sidewalks, intersections, the downtown business district, the airport and dangerous snow banks near homes when time permits. Also keeping catch basins and culverts open when necessary is required.

Supervises and participates in equipment maintenance. All equipment must be properly maintained and cleaned and records must be kept on each piece of equipment as to all maintenance. The Foreman will participate in and direct the crew when necessary to conform to all maintenance requirements. The Foreman will also purchase all parts necessary for routine maintenance and will see that the work is done. When major repair work is needed on any piece of equipment, the Foreman will immediately advise the Town Manager. If, in the event of any emergency, the Town Manager cannot be reached, the Foreman will use his/her best judgment which may include renting or hiring the necessary equipment to alleviate the problem posed by the emergency such as snow removal, flooding, road repair or emergency equipment repair. Major repair work involving extensive costs (such as motor job, etc.) are not to be started without the approval of the Town Manager.

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Responsibility for the operation of the Town Garage and other town buildings as directed by the Town Manager. Responsibilities include supervising and participating in keeping all equipment properly maintained, cleaned, and stored. Responsibility for maintaining the garage including keeping the building cleaned, the floor swept and tools put in their proper places. Also responsible for an inventory to be taken at least once a year.

Supervises and participates in repairing, maintaining, and constructing Town parks, and recreation fields or other facilities. Also, the Foreman directs and participates in cutting brush or cleaning up debris from tree removal work. Foreman is also responsible for maintenance of Greenville Municipal Airport (see attached statement of airport maintenance duties).

Responsibility for ensuring that the necessary material and equipment are available at each job site. If proper supplies and equipment are not available, the Foreman should consult with the Town Manager if at all possible before the job is scheduled and make arrangements to purchase the necessary supplies and equipment. Small operation supplies such as lights, spark plugs, cement bags, etc. may be purchased by the Foreman. Emphasis must be placed on planning ahead, and minimizing trips to supply stores. Items which are frequently used should be purchased in quantity (consult with the Town Manager).

Responsibility for instructing the crew in safety and in methods of operation and work. Safety will always be the first priority and the Foreman is responsible for assuring the proper sign erection and safety methods are used at the job site and in the Town Garage.

Operates trucks or other heavy equipment, especially during the winter season.

Responsibility for records on all equipment maintenance and usage, records of man-hours including overtime, inventory records and other records as assigned by the Town Manager.

Performs related work as required under the direction of the Town Manager.

OTHER RELATED FUNCTIONS:

The Foreman shall work closely with the Town Manager and report daily whenever possible to keep the Town Manager informed of the daily work to be done and any problems that have arisen.

Regarding supervision of employees, if a public works employee poses a problem to the Foreman, the Foreman should consult with the Town Manager as soon as possible. The Town Manager will reprimand employees.

The Foreman must take initiative and when problems exist such as road problems, equipment breakdowns, garbage and debris accumulating on roads and town property,

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traffic signs bent and displaced, and other such problems, he/she should consult with the Town Manager if possible, but should get the problems resolved as soon as possible.

Relationship with the Public: Emphasis will always be placed on being friendly, helpful and establishing a good rapport with the public at all times. Derogatory statements or such will not be tolerated. If a problem develops with a citizen the Foreman should inform the Town Manager as soon as possible and he/she should not get involved in a dispute with this person if it can be avoided.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of the materials, methods, techniques, tools and equipment used in the areas of work assignment.

Knowledge of the occupational hazards involved and the safety precautions necessary for the safe conduct of work and equipment operation.

Ability to plan and lay out work and supervise a group of subordinates and to obtain effective results and meet established schedules.

Ability to establish and maintain effective working relationships with employees and the public.

Ability to understand and follow instructions.

Skill in the use of all tools and equipment associated with the work.

Physical strength and agility to perform this work.

DESIRABLE EXPERIENCE AND TRAINING

Experience in public works construction and maintenance activities, equipment operation and maintenance experience, some supervisory experience, graduation from high school or equivalent, preferably supplemented by some training courses in public works operations or similar operations and supervision; or an equivalent combination of experience and training. Applicants must also possess a valid State of Maine Class B License.