

Town of Thetford, Vermont
JOB DESCRIPTION
Road Foreman

Summary of Position

The position of Road Foreman requires supervisory and administrative abilities in addition to being a hands-on, “working” position. The Road Foreman is responsible for scheduling, planning and coordinating the direction of the Road Crew in the repair and maintenance of town roads and property, as well as winter and care. The Road Foreman must possess administrative, computer, oral and written skills, be able to prepare/manage an annual budget for the department, and be responsible for compliance with town purchasing requirements and accepted safety practices.

This position works independently within established policies and procedures, and is accountable to the Thetford Town Manager. Wages are set by the Selectboard, which may elect to make the position salaried or paid on an hourly basis.

Responsibilities

- Assign work crews to maintenance and repair projects, discuss work assignments, procedures and materials with the crew, inspect work during process and upon completion, may be called upon to operate various types of equipment in conjunction with work progress.
- Maintain daily records and logs of all work performed, as well as updated equipment maintenance records and daily fuel logs.
- Inspect roads and bridges for paving work, potholes, and other conditions requiring maintenance or repair, check culverts and ditches for clogging, and receive and respond to complaints from the public.
- Ensure that all road maintenance and repair work is done in compliance with the Town’s accepted Roads & Bridge Standards.
- Direct winter snow and ice removal and clearing operations in the Town.
- Inspect roads and easements at new building construction locations and inspect driveway installation as per the issued permit(s).
- Inspect work to ensure conformance with given engineering specifications and standards, and makes necessary adjustments in assignments and methods to correct deficiencies.
- Ensure that all work performed by the Town Road Department is done in a safe manner and in keeping with Federal and State laws, and OSHA regulations.
- Must be able to establish and maintain effective working relationships with the Town Manager, community members, Town employees, Police, Fire and other emergency services, vendors, and establish collaborative relationships with State (VTrans) and Federal agencies, as well as surrounding town public works and/or highway staff.
- Determine the need for, and type of new or replacement equipment as necessary to accomplish assigned responsibilities. Prepare specifications for new or replacement equipment and maintain maintenance schedules for all department equipment.

- Maintain an inventory of equipment and supplies, review all department expenditures, and establish priorities and cost estimates of anticipated work. Prepare and manage an annual budget for the department.
- Evaluate and make recommendations regarding personnel needs. Conduct annual and other required personnel evaluations, and provide report of such to the Town Manager.
- Conduct new hire training and provide instruction on duties, responsibilities, safety training, operations and policies.
- Manage and control overtime.
- Prepare activity reports for the Town Manager as required.
- Log and submit leave and overtime request sheets for the Road Department's payroll.
- Attend no fewer than four professional development seminars and conferences annually.
- Perform other related work as assigned.

Qualifications

- Must possess a valid Vermont Driver's License and clean driver's record.
- Must possess a valid Class "B" Commercial Driver's License (CDL) with air-brakes and without automatic transmission restrictions, pass a background check and meet physical/medical standards, as required by the Board of Supervisors.
- Must possess the experience and ability to operate, supervise and maintain all types of highway-related equipment, including 6-wheel and 10-wheel trucks, front-end loaders, excavators, backhoes, graders, rollers, sweepers, hydro-seeders, chippers, chainsaws, etc.
- OSHA 10-hour or 30-hour certification.
- Thorough knowledge of methods, practices, materials, tools and equipment used in road maintenance and construction work. Knowledge of occupational hazards and safety precautions necessary in performing such work. A Masters Level of Vermont Local Roads Road Scholar program is desirable.
- An ability to understand and apply MRGP-REI requirements. (Municipal Roads General Permit- Road Erosion Inventory).
- Ability to read engineering plans for road construction and to follow prescribed lines and grades.
- Knowledge of laws, rules and regulations related to construction and maintenance of municipal paved and gravel roads and bridges, and in the preparation and installation of street signs.
- Computer experience necessary and be able to prepare memos, use e-mail, spreadsheets, etc.
- Ability to follow oral and written instructions, possess verbal and written communication skills and use office equipment and communications systems.
- Ability to establish and maintain an effective working relationship with associates, vendors, other employees and the general public.
- Be able to work in extreme weather conditions. Be available for extended hours and be able to report for emergency call-out in a reasonable time period.
- Absolute reliability and integrity, and a leadership focus on community engagement are essential.

Education and Training

A minimum of a high school diploma or equivalent is required. One year of supervisory experience in administration and construction, maintenance and repair of paved and gravel roads and bridges, or three years experience in actual construction, maintenance and repair of paved and gravel roads and bridges is preferred. The ability to prepare and track records of all Department work activity and expenditures, and an understanding of how to present and manage a budget is needed.

Employee Name (Please Print)

Employee Signature

Date

Town Manager Name (Please Print)

Town Manager Signature

Date