

TOWN OF MILFORD - JOB DESCRIPTION

JOB TITLE:	General Foreman – Highway	GRADE LEVEL:	19
CLASSIFICATION:	Non –Exempt	DEPT:	DPW
CREATED:	06/21/2011	REV DATES:	3/18/22; 10/27/2020; 8/24/15

Job Description:	First line supervisor who performs highly responsible duties associated with the construction and maintenance of the municipal infrastructure system. Supervises, assigns, coordinates and participates in the activities of a work crew engaged in a variety of highway department projects involving all snow & ice control activities, construction, maintenance and repair of municipal streets, bridges, drainage and dams.
Accountability:	Public Works Director
Equipment Used:	Motor vehicles, light and heavy construction/maintenance vehicles/ equipment, various types of hand and power tools, computer, copier, fax machine, telephone, transit, laser, GPS, maintenance software
Environment:	Inside: <u> 25 </u> % Outside: <u> 75 </u> %

Duties and Responsibilities:

<p>Note: Except as specifically noted, the following functions are considered essential to this position. The listed duties, however, are not meant to be a complete listing of the duties which may be undertaken by this position.</p> <ol style="list-style-type: none"> 1. Plan, assign, and direct all highway activities to include, but not limited to - 2. Directly supervise and assist in the maintenance and construction of highway department activities that include: installation of all underground utilities, all aspects of paving, street cleaning, sign work, sidewalk repair, curb installation, and winter maintenance. 3. Produce a weekly schedule of activities to be accomplished and provide a copy to the Public Works Director every week. 4. In conjunction with the above, a weekly schedule for the department will be developed, maintained and posted on board in garage. 5. Assign crews, materials and equipment necessary to complete assigned activities. 6. Assist in ordering all materials and supplies necessary to complete assigned activities. 7. Order maintenance items that include sand, salt, plow blades, sweeper brooms, hand tools, piping, structures, castings, lubricants and stock supplies. 8. Operate transit, laser, GPS and related equipment to set and check grades. 9. Supervises mechanics and garage operations to maintain efficiency and productivity. 10. Assist in the evaluation of personnel performance yearly. 11. Work closely with contractors and vendors. 12. Be available 24 hours per day to meet emergency situations. 13. Perform the weekly toolbox talks with department personnel. 14. Assist with Training and/or train subordinates on environmental, operation, maintenance and safety operations. 15. Be familiar with the town’s safety policy and be responsible for safe work procedures for all tasks. 16. Ensure compliance with Town personnel policies and procedures. 17. Ensures compliance with the construction and maintenance of the municipal infrastructure. 18. Maintains familiarity with state and federal requirements applicable for bridges, dams, highways and storm water regulations. 19. Assist with work orders / reports, time off requests and time cards. 20. Properly manage and balance any potential overtime. 21. Must be able to recognize the need for team building, and have the ability to develop effective and cooperative working relationships among employees.
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22. Performs other duties as assigned.

Physical Activity Requirements:

Constantly, Frequently, Occassionally, Seldom, Rarely or Not Required

<u>PRIMARY PHYSICAL REQUIREMENTS</u>	C	F	O	S	R	NR
LIFT up to 10 lbs.:	X					
LIFT 11 to 25 lbs.:		X				
LIFT 26 to 50 lbs.:		X				
LIFT over 50 lbs.: (Assist may be available)			X			
CARRY up to 10 lbs.:	X					
CARRY 11 to 25 lbs.:	X					
CARRY 26 to 50 lbs.:						X
CARRY over 50 lbs.:						X
REACH above shoulder height:			X			
REACH at shoulder height:	X					
REACH below shoulder height:		X				
PUSH/PULL:		X				
HAND MANIPULATION	C	F	O	S	R	NR
Grasping:	X					
Handling:	X					
Torquing:			X			
Fingering:		X				
Controls and Equipment:	REQUIRED					

<u>OTHER PHYSICAL CONSIDERATIONS</u>	C	F	O	S	R	NR
Twisting			X			
Bending:		X				
Crawling:			X			
Squatting:			X			
Kneeling:			X			
Crouching:			X			
Climbing:			X			
Balancing:					X	

WORK SURFACE(S)

Rough, wet, slippery terrain. Concrete floor, dirt surfaces, pavement, vehicle and equipment cabs. Standard office desk and chair. Computer/copier

DURING AN 8-HOUR DAY, EMPLOYEE IS REQUIRED TO:

	Consecutive Hours								Total Hours							
	1	2	3	4	5	6	7	8	1	2	3	4	5	6	7	8
Sit	1								2							
Stand	1								1							
Walk	2								5							

Controls & Equipment**

- ✓ Hand and power tools and equipment; motor vehicles; telephone.
- ✓ Work is performed inside and out of doors in an environment which includes exposure to physical elements or a number of disagreeable working conditions.
- ✓ The physical demands of the duties described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Cognitive and Sensory Requirements:

Talking:	Necessary for communicating with others.
Hearing:	Necessary for receiving instructions.
Sight:	Necessary to perform job effectively.
Tasting & Smelling:	Necessary for detecting fumes and gases.

Specific Vocational Preparation Requirement(s):

Short demonstration only.		Any beyond short demonstration up to and including 30 days.		30-90 days
91-180 days		181 days to 1 year.		1 to 2 years
2 to 4 years	X	4 to 10 years		Over 10 years
Required:	High School Diploma			

Experience	7 years progressively responsible experience in highway/bridge/dam maintenance work.
Supervisory experience:	Minimum of 5 years supervisory experience.
Licensure/Certification Requirements:	Possession of a valid N.H. CDL B license. Class A preferred.
Other Training, and/or related Skills	Training and/or courses in highway and bridge maintenance budgeting and personnel, or any equivalent combination of education and experience which demonstrates possession of the required knowledge, skills and abilities.

Summary of Occupational Exposures:

Summary of Occupational Exposures: May be exposed to herbicides, pesticides, petroleum products, paints, solvents, hydraulic fluids, and fertilizers. May be exposed to long periods of sunlight. Maybe exposed to poison ivy, oak, or sumac, and insects such as wasps, hornets, bees, etc. Gasoline and/or diesel fumes.

Other Considerations and Requirements:

<p>Other Considerations and Requirements (Knowledge, Skills, Abilities – KSA’s):</p> <p>Knowledge</p> <ol style="list-style-type: none"> 1. Knowledge of skills, methods, material, tools and equipment used in construction, maintenance, and repair to roads, curbs, drainage structures, bridges, and grounds maintenance. 2. Knowledge of dam maintenance and upkeep. 3. Knowledge of concrete work. 4. Knowledge of the hazards and safety precautions common to machinery and equipment required in street maintenance. 5. Working knowledge of computers and ability to use various programs <p>Skills</p> <ol style="list-style-type: none"> 6. Maintain a cooperative working relationship with employees, other departments and the public. 7. Adept in the use of various equipment to include operation of heavy and light equipment; use of power and hand tools as necessary. <p>Abilities</p> <ol style="list-style-type: none"> 8. Ability to perform manual labor for extended periods and under unfavorable climatic conditions. 9. Ability to read and interpret engineering plans, blueprints, and specifications and estimate and jobs. 10. Ability to prepare reports, and maintain records, knowledge in the use of lasers, levels, and transits GPS. 11. Ability to understand and follow state and local laws, rules, regulations and policies and procedures. 12. Ability to express ideas effectively, orally and in writing; ability to prepare reports and maintain records. 13. This position requires that this employee treat the citizens of the Town and members of the staff with respect and courtesy. 14. This position requires the projection of a positive attitude and image about the Town of Milford, a pleasant demeanor, and a commitment to service to the public and staff.
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I acknowledge receipt of this job description and understand the functions of the position as specified above. I understand the job description in representative of the position, not all inclusive.

Signature

Date

This job description was reviewed and approved by Dept Manager and HR on	3.18.22
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