

## **JOB DESCRIPTION: ROAD FOREMAN**

### ***Nature of Work***

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

The employee of this class participates in the supervision, scheduling and coordinating of crews of equipment operators, truck driver/laborers, mechanics and/or laborers engaged in street, sidewalk, maintenance and construction, snow and ice control or removal, storm drains; and limited automotive or equipment maintenance. The foreman participates in the operation of equipment performance of manual operations as necessary or as a backup.

Work is performed under the direction of the Road Commissioner and is subject to review through reports and results achieved. The Road Foreman may also serve as Acting Road Commissioner at the Direction of the Road Commissioner.

### ***Examples of Work (Illustrative only)***

- Supervises a crew of Equipment Operators, and Truck Driver/Laborers engaged in the construction and maintenance of municipal streets, and snow and controlled ice removal.
- Inspects work to ensure conformance with given standards and makes necessary adjustments in assignments and methods to correct deficiencies.
- Supervises and participates in the operation of department equipment including heavy and light equipment, trucks and other equipment and tools.
- Operates transit and related equipment to set grades.
- Supervises and participates in the work of a crew engaged in a variety of Public Works activities such as erecting and removing snow fences; painting guard rails and fences; or cleaning catch basin tops.
- Processes citizen complaints; maintains good public relations.
- Receives written or oral assignments, contracts the crew and collects necessary equipment, assigns work for each member of the crew, and instructs men in proper methods of work.
- Assists Road Commissioner in the Preparation, administering and monitoring the budget.
- Maintains records of materials, equipment and manpower assigned to jobs; maintains records of sufficient detail to indicate total job costs when completed.
- Processes time cards and prepares payroll; coordinates vacation and sick leave.
- Supervises mechanic and garage operations.
- Performs related work as may be required.

### ***Requirements of Work***

- Considerable knowledge of materials, methods, techniques commonly used in street and sidewalk construction activities.
- Considerable knowledge of the hazards and applicable safety precautions of public works operations.
- Working knowledge of the operation of construction and equipment such as front end loaders and graders used in road construction work and ability to supervise and direct the activities of employees engaged in the operation of such equipment.

- Ability to lay out, direct and supervise the work of a crew performing semi-skilled and unskilled road or catch basin maintenance activities and of equipment operators and to obtain efficient results.
- Ability to understand and follow complex oral and written directions.
- Ability to establish and maintain harmonious relationships with employees and to effectively obtain satisfactory work output.
- Ability to deal with the public in a courteous and professional manner.
- Through knowledge of public works operations.

***Desirable Experience and Training***

Considerable experience with public works operations involving the operating of all levels of equipment, and experience in construction, repair, and maintenance of Public Works facilities. Sufficient educational background to perform job related duties.

***Necessary Special Requirements***

Must possess a valid Class II State of Maine motor vehicle operator's license.

Physical strength and agility sufficient for performing the duties of the job.