

BARNARD HIGHWAY FOREMAN JOB DESCRIPTION

Revision August 3, 2022

I Official Title

Full-Time Non-Exempt Highway Foreman

II Job Definition

To lead the road crew in managing all aspects of town highway maintenance and improvements while always following safety standards and the Barnard Employee Policy. Works under the direct supervision of the Selectboard. This is a full-time, hourly rate position requiring a flexible schedule that may include nights, weekends, and holidays, particularly in the winter. Employment with the Town of Barnard is at-will. This is a "non-exempt" position under the Federal Fair Labor Standards Act.

III Duties and Responsibilities

Roadwork

- Develop a schedule calendar for seasonal work that includes the necessary road maintenance and construction projects for the coming season
- Alert the Selectboard of all issues affecting town highways
- Haul materials and equipment to and from job sites
- Repair and maintain all paved and gravel town highways
- Perform a variety of manual tasks such as cleaning culverts, shoveling, brush and tree removal, installing signs and general road maintenance and construction
- Ensure continual weather condition monitoring to evaluate the need for snow and ice removal and other weather-related maintenance requirements. Plow and/or sand town roads in a timely manner
- Operate commercial motor vehicles and other related equipment while performing and overseeing the timely and effective maintenance of all municipal roads and rights of way
- Maintain town garage in an orderly and safe condition to meet the minimum VOSHA requirements
- Post roads regarding hazardous conditions, weight limits, etc., as necessary to protect public safety and avoid damage

Equipment

- Oversee inspection and schedule repair and maintenance of highway equipment
- Maintain inventory of equipment, parts and supplies as required
- Exercise caution and always follow established safety rules and be respectful of Town property and equipment
- Keep up to date maintenance and repair records for all Town equipment
- Perform maintenance and repair of Town equipment. Arrange for professional repairs when necessary. Maintain state inspections.
- Report any accident or damage to Town insurance carrier and Town Administrator within twenty-four (24) hours
- Ensure that operation of Town highway equipment is in compliance with safety procedures
- Load, unload and safely deliver highway material and Town-related cargo
- Ensure that Town equipment and vehicles are used for Town purposes only
- Maintain and update as necessary the Equipment Replacement Schedule, advising the

Selectboard on future equipment upgrades

Leadership

- Lead, train and supervise road crew members
- Maintain discipline and work habits in the Highway Department
- Be familiar with and comply with the Town's Personnel Policy, as well as all other state and federal regulations
- Provide frequent, timely, and respectful performance feedback to employees and conduct meaningful employee performance reviews, documented in writing, at least annually
- Ensure staff participation in all safety training offered/sponsored by the Town

Administration

- Assign and supervise the work of Highway Department employees
- Attend regularly scheduled Selectboard meetings and special meetings as necessary
- Responsible for meeting all recordkeeping requirements including, but not limited to: employee timesheets, work logs, vehicle logs, purchase orders and all first reports of injury within 72 hours
- Make recommendations for highway maintenance/construction projects to the Selectboard
- Suggest departmental policies as needed
- Works with the Town Administrator & Selectboard to apply for, obtain, and manage grants, including all necessary documentation and recordkeeping
- Provide input for planning, designing and laying out town highways
- Represent Barnard on the Two Rivers Ottawaquechee Regional Planning Commission Technical Advisory Committee
- Maintain storage tank and fuel facilities certification as required by law
- Other duties as assigned by the Selectboard
- Implement health and safety recommendations made by insurance carrier, as reviewed with the Selectboard
- Assist in the development of the annual Highway Department budget
- Review and submit timesheets and timecards for Highway Department employees weekly
- Review and approve all purchases and invoices on a weekly basis

Financial

- Prepare annual budget, ordering and/or authorizing highway expenditures and monitoring budget status
- Solicit quotes/bids for town equipment, major projects and any other item/project as directed by the Selectboard

Communication

- Ensure that all interactions with colleagues, municipal officials and the public are friendly, courteous and helpful
 - Ensure effective responses to requests and concerns expressed by the public
 - Notify or consult with adjacent property owners prior to any significant road work (e.g., tree removal, altering drainage patterns, etc.)
 - Communicate collaboratively and professionally with the Selectboard, Regional Planning Commission, contractors, government agencies, engineers, State Police, utility companies and other stakeholders as necessary
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Education/Training

- As required by the Selectboard

IV Knowledge, Skills and Ability Requirements

- High school diploma or equivalent required and 5-7 years of relevant experience
- Valid Vermont driver's license, CDL Class B Auto Transmission minimum, clean driving record and ability to maintain a certified medical examiner's certificate
- Possess physical strength and agility sufficient to perform strenuous laboring tasks under various conditions
- Possess physical endurance and mental ability to concentrate while operating equipment for long hours during snow clearing operations and other emergencies, and stay in compliance with CDL requirements for work/rest rules of driving
- Possess physical ability and schedule flexibility to work extra hours as required by weather conditions; may include night hours and/or holidays
- Leadership experience that demonstrates effective supervisory skills, including the ability to provide timely constructive feedback
- Experience driving dump trucks, plowing snow and operating heavy equipment, at least 2 years preferred
- Ability to operate, maintain and repair heavy equipment (plow truck, grader, loader, etc.)
- Ability to interpret handbooks, blueprints, job orders, contracts and job specifications
- Possess organizational, planning, supervisory and public relation skills
- Possess basic computer skills
- Demonstrate excellent judgment, decision making, customer service, and communication skills
- Ability to evaluate road crew member work performance
- Must live within a 30-40 minute winter time commute

Disclaimers

The above information is intended to describe the general nature of this position and is not to be considered a comprehensive statement of duties, activities, responsibilities, and requirements. Additional duties, activities, responsibilities, and requirements may be assigned, with or without notice, at any time.

This job description is not an employment contract nor is it a promise of work for any specific length of time.

Equal Employment Opportunity

The Town of Barnard is an Equal Employment Opportunity employer.

Employee Acknowledgement

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

Employee Signature

Date

Selectboard Approval

Selectboard Chair Signature

Date