

TOWN OF DANBY

ROAD FOREMAN JOB DESCRIPTION

I. SUMMARY

This position ensures the town's paved and unpaved roads and culverts are maintained to the satisfaction of the property owners and in compliance with the budget. It requires:

having all skills that are required of a road crew worker
experience with personnel management
monitoring aspects of highway and bridge construction and maintenance
equipment operation and maintenance
job safety, mechanical ability, record keeping, budget development and maintenance
assistance with grant applications, communicative skills
and any other tasks assigned by the Select Board.

II. DUTIES & RESPONSIBILITIES

1. Act as a working supervisor of temporary/part time/full time road workers
2. Manage/perform all routine summer and winter maintenance including but not limited to:
 - Grading
 - Ditching
 - Installing culverts
 - Sanding; salting
 - Plowing
 - Properly filling potholes on paved and graveled roads, and
 - Mowing and cutting brush in right of ways.
3. Perform mechanic duties, including greasing, oil changes, mounting equipment, and any other preventive maintenance of minor repairs of engines, axles, transmissions, exhaust systems and other auto systems;
4. Maintain all town highway equipment and keep in good working order and repair;
5. Ensure that accepted safety practices, regulatory standards, and best management practices are being met in compliance with town policies and fiscal accountability;
6. Identify Grants that will help the town in performing needed maintenance, repairs and improvement to roads;
7. Work with Select Board in planning future road projects including the budgeting needed;
8. Follow the Town Policy on "Purchasing Goods and Service";
9. Comply with all Town personnel policies, contracts or agreements and State and Federal regulations;
10. Report regularly to the Road Commissioner on the status of the roads.
11. Attend meetings as needed.

III. WORK WEEK:

40 hours and overtime as needed (hours covered by Union Contract)

IV. KNOWLEDGE, SKILLS & ABILITIES

1. Current CDL and Vermont Driver's License required.
2. High School Education, GED, Trade School or equivalent experience;
3. Availability to work weekends, holidays, days and nights in emergency situations;
4. Knowledge of the methods, materials, tools and equipment used in the maintenance, repair of highways including safety precautions;
5. Ability to read and interpret associated State and Federal Regulations, guidelines and all operational materials;
6. Assign and supervise the work of all personnel in an efficient and effective manner;
7. Assign and supervise and motivate employees;
8. Must be able to establish and maintain effective working relationships with the Select Board, community members, Town employees, Police, Fire and other emergency services, vendors and establish collaborative relationships with State and Federal agencies.

Town of Danby is an Equal Opportunity Employer.

ADOPTED BY THE DANBY SELECT BOARD ON _____.

I UNDERSTAND THE ABOVE REQUIREMENTS AND AM QUALIFIED TO PERFORM SAID DUTIES.

Signed

Dated

Witness