

## Public Works Foreman

### Job Description

**JOB TITLE: Public Works Foreman-Union Position**

**SUPERVISOR: Director of Public Works**

**DEPARTMENT: Public Works**

#### Purpose of Job:

The primary responsibilities of this position are to report daily and directly to the Public Works Director and to oversee, plan, and execute the day to day public works department duties and operations. The Public Works Foreman must ensure the work complies with OSHA standards, Town Ordinances, State Statutes (as they apply to DPW); proper record keeping is a must. The Public works foreman is expected to maintain an office operation that is dedicated to maintaining a positive public image and responsive citizen relationships through effective and convenient services and communication.

**Work Environment:** Work will include daily site visits, office work, and field work to inspect and meet with property owners within the Town of Harwinton. Manages and coordinates multiple priorities, adhering to established time frames. Frequent interactions with people who, at times, may be agitated. Must have extensive computer knowledge and the ability to work with Excel, Word, and Power Point as well as numerous automated public works programs and procedures. Is required to be able to physically inspect personal property and real estate anywhere in town, which requires walking, bending, climbing stairs, reaching, etc.

#### Essential Functions:

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the job if the work is similar, related, or a logical assignment for this job. Other duties may be required and assigned:

- Provides leadership and direction to all Public Works full and part-time employees to ensure that work is done efficiently, correctly, and on a timely basis.
- Ensures that safety practices are always adhered to.
- Oversees contractors and subcontractors working for the Town of Harwinton.
- Provides direction and oversees the maintenance of the Town of Harwinton's public infrastructure including roads, bridges, signs, street lighting, and storm watermanagement.
- Oversees and participates in the mowing and maintenance the Towns recreations fields and Town buildings.
- Provides direction and oversees the Towns snow and ice removal operations, which includes calling out employees during snowstorms, ice storms and other emergencies in cooperation with the Public Works Director.
- Operate and instruct staff in the safe operation and use of equipment and vehicles related to a Public Works environment.
- Maintain accurate and appropriate records relating to infrastructure, infrastructure projects and snow removal.
- Ensure all work is completed within the guidelines of departmental policies, procedures, and current construction standards.
- Assist the Director of Public Works with identifying and implementing best practices related to department activities with a focus on continuous improvement, efficiencies, and cost effectiveness.

- Be responsible to work in compliance with the Occupational Health and Safety Act and Regulations, the Town of Harwinton's Occupational Health, Safety and Workplace Violence Policy and Procedures, as well as established industry guidelines.
- Respond to after hour emergency calls as required.
- Rotational on-call is required.

### **Minimum Qualifications:**

Must be OSHA 10 certified, has a minimum of eight (8) years of maintenance, construction and or engineering experience with five (5) years of experience in a supervisory or leadership role. Has considerable knowledge of the modern principles, practices, and methods used in both the private and municipal public works sectors. Must demonstrate ability in understanding best practices in construction and maintenance techniques. Complete and thorough knowledge of snow removal and anti-icing operations. Sound judgement and decision-making skills. Valid First aid and/or CPR knowledge. A valid CDL class B or A license in good standing with the State of CT DMV. Must be able to demonstrate the ability to use pipe lasers, rotating lasers, calculate and determine grades for drainage, roads, and ditches. Good interpersonal skills including the ability to enforce regulations and work effectively in a team environment. Fluent and knowledgeable in MS Office (Word, Excel, PowerPoint). Must either have a Road Master's degree or be willing to obtain one within four (4) years of start date. Be able to read and interpret maps, as builds etc. Has the ability to deal effectively with Town and State Officials, agents, appraisers, attorneys, and the public.

### **Physical Demands and Work Environment:**

The physical demands 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 functions.

While performing the duties of this position, the employee is regularly required to talk or hear. The employee frequently is required to use hands or fingers, handle or feel objects, tools, or controls. The employee is occasionally required to stand; walk; sit; and reach with hands and arms. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this position include close vision, distance vision, and the ability to adjust focus. Ability to move freely about the municipal buildings and/or grounds. The noise level in the work environment is usually low to moderate.

The Town of Harwinton does not discriminate based on race, color, national origin, sex, religion, age or disability in employment or the provisions of service. This job description does not constitute an employment agreement between the employer and employee. It is used as a guide for personnel actions and is subject to change by the employer as the needs of the employer and requirements of the job change.

**Note:**

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum requirements.

**ACKNOWLEDGEMENT**

I \_\_\_\_\_ have read my complete Job Description and understand it completely. I also acknowledge that the Job is not limited to the description and may require updating and changes to adapt to my environment. I understand exactly what my starting wage is and have reviewed the Town of Harwinton Employee Handbook. I further understand that I will be required to attend mandatory training as assigned by my supervisor or First Selectman.

---

Print Name

---

Employee's Signature Date

---

Supervisor's Signature Date