

Road Foreman

Town of Fayston, VT, Full Time

Job Posting for Road Foreman at Town of Fayston, VT

The Town of Fayston, Vermont is looking for a Road Foreman. This is a Working Road Foreman position and is full time with benefits. Applicants must have a valid Commercial Driver's License. Pre-employment and random drug testing are required. Wage is negotiable depending on experience. Applications may be picked up at the Fayston Town Clerk's Office Monday – Thursday 9:00 AM – 3:30 PM. and Friday 9:00 AM – 3:00 PM.

JOB DESCRIPTION – ROAD FOREMAN

Job Summary

This position is to serve as the working supervisor of the Town of Fayston Highway Crew, carrying out a variety of highway and town maintenance related tasks. This person is responsible for the day-to-day operations of the Highway Department. This position requires experience in personnel management, all aspects of highway and bridge construction and maintenance, employee and contractor oversight, equipment operations and maintenance, job safety, mechanical ability, record keeping and communicative skills, assistance with budget development, and any other tasks assigned by the Fayston Selectboard. The position is full time, 40 hours per week, and requires a flexible schedule which may include nights, weekends and holidays, as well as overtime.

Level of Responsibility

The Road Foreman works under the direct supervision of the Selectboard. The Road Foreman will report directly to the Selectboard. The Road Foreman is appointed by the Selectboard.

Major Duties

The Road Foreman's duties shall include, but not be limited to, the following;

- Plan, supervise and coordinate daily highway department operations and projects. This is a “working foreman” position and requires ability to operate all town equipment and perform the same jobs as other department employees when necessary;
- Monitor department operations and respond to problems on a daily basis, including complaints by the public. Relate to Town citizens in a professional, courteous and respectful manner, appropriately responding to their complaints. Where unsure how to handle a complaint, communicate with the Selectboard;
- Reviews and approves administrative requirements of Road Crew, including daily timesheets, daily work logs, vehicle logs, etc.;
- Supervise highway personnel to obtain top quality workmanship, efficiency, employee satisfaction and morale. Ensure proper safety procedures are followed and bring

unusual personnel problems to the attention of the Selectboard. Oversee employee training requirements;

- Annual performance reviews of the Highway Crew to provide direct, constructive feedback about the employee's performance, identifying strengths and areas needing improvement;
- Maintain accurate records of all purchases and submit invoices to the Town Clerk weekly;
- Carry out a regular maintenance schedule for routine and preventative maintenance of equipment and keep record on all major pieces of equipment;
- Recognize and communicate to the Selectboard any priority projects or problems;
- Recommend, communicate and cooperate with the Selectboard as appropriate in all areas and specifically in:

Bidding for purchase of supplies, equipment and contracted services as per approved budgets;

Development of department budget with the Selectboard;

Make recommendations for hiring/firing of highway employees;

Develop (and modify as needed) job descriptions for highway employees and provide an annual written performance review of each employee based on job descriptions; and,

Assist with review of plans, cost estimates and specifications for highway projects.

- Follow weather conditions affecting highways and make provisions for any extra maintenance required. Ensure 24-hour coverage for emergency situations. High priority to winter maintenance: plowing, sanding and salting operations. Requires night and weekend work;
- Maintain a working knowledge of federal, state, and local statutes and regulations affecting department operations. Ensure that all employees maintain all required licenses and certifications required to perform their jobs;
- Comply with road crew drug testing requirements;
- Perform any such other work as deemed necessary by the Selectboard; and,
- Maintain roads to Vermont Agency of Transportation Standards.

Qualifications

The Road Foreman person will have the following qualifications;

- Possess at least a high school diploma or GED;
- Commercial Driver's License, with proper endorsements;
- Significant construction or public works experience;
- Experience driving trucks, plowing snow and operating heavy equipment;
- Knowledge of highway maintenance practices and road repair techniques in all weather conditions;

- Experience or working knowledge of paving and paving materials and practices, drainage and culvert construction;
- Knowledge of safe gravel pit practices;
- Ability to perform routine service and maintenance to Town Highway Department equipment;
- Ability to communicate well, and guide and direct others; and,
- Ability to withstand exposure to varying weather conditions and exertion of significant physical effort.
- Basic computer skills (such as emailing and filing reports on line).

Term of Employment

The Road Foreman will be hired by the Selectboard after a successful completion of a medical examination for CDL license and drug test, interview(s) and reference checks. Terms of employment, compensation and benefits will be set by the Selectboard. All employees are hired on a provisional basis for a minimum period of thirty (30) days and up to a maximum of twelve (12) months at the discretion of the Selectboard. The purpose of the provisional employment period is to determine whether the employee is suited for the job.

Evaluations

Annual evaluations detailing the performance of the Road Foreman will be performed, during which the Foreman will be afforded an opportunity to respond to the evaluation.

Job Type: Full-time

Pay: Negotiable based on experience.

Benefits:

- Employee assistance program
- Health insurance
- Retirement plan

Schedule:

- 8-hour shift or
- 10-hour shift (summer hours- Mon-Thurs)

Ability to Commute:

- Town of Fayston, VT (Required)

Work Location: In person