

# TOWN OF BRISTOL

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**POSITION TITLE:** Working Road Foreman

## MISSION STATEMENT

The Town of Bristol Highway Department is committed to keeping the town's highways, sidewalks and associated infrastructure in good repair to keep our residents and visitors to the Town safe.

**SALARY:** \$55,000 to \$65,000 depending on education and experience.

**REPORTS TO:** Town Administrator

## POSITION SUMMARY

Plans, organizes, coordinates maintenance and supervisory work for the Town of Bristol's roads, bridges, culverts, related buildings and property. Direct supervision of assigned employees for crew and work assignments, supervises work performance, oversees equipment care and maintenance, and garage operations.

## DUTIES AND RESPONSIBILITIES

- Working Foreman responsible for maintenance and repair work within the town.
- Supervises, plans, works with and assigns work crews and provides instruction for work to be performed for daily and ongoing projects.
- Ensure proper safety practices are used during laboring activities when using hand and power equipment or any other type of equipment.
- Train employees in the proper use of fall protection, use of respirators, handling of hazardous materials, traffic control and signing, trenching and shoring, lifting devices, blood born pathogen awareness and equipment operation.
- Supervise and work with employees during winter maintenance activities, schedule employees to plow snow, ensure proper application of salt and sand usage, and oversee stockpiling of winter materials.
- Arrange for delivery of equipment and materials needed to perform daily and on-going work.
- Supervise and assist with routine maintenance and inspections on equipment.
- Oversee work done by outside contractors – inspect work in progress and upon completion.
- Monitor maintenance garages and yard for safety, cleanliness, and organization.
- Track and keep records of equipment and material usage, oil and fuel inventory, rental equipment, daily work activities, and time reports.
- Work with Equipment Committee to research and recommend purchase of equipment and vehicles.

- Keep employees apprised of new and updated policies and procedures; provide training as necessary.
- Prepare, approve and track highway annual spending and long-range plans for equipment purchase.

### **ENVIRONMENTAL FACTORS**

- Duties require the ability to withstand exposure to extreme outdoor weather conditions.
- Required to be available for considerable overtime during periods of heavy snowfall, or other emergency situations.
- May be required to report to work outside of work schedule and must be reachable by phone.
- Must be able to use tools and lift materials commonly used in routine maintenance work.
- Normal dangers associated with work on or near heavy equipment, hazardous materials and debris from roadside litter are present.
- May be exposed to blood and airborne pathogens.
- Hazards are always present when working on roads with moving traffic.
- Participation in random drug and alcohol-testing program is required.

### **KNOWLEDGE AND EXPERIENCE**

- Minimum high school diploma or equivalent.
- Minimum five years of highway maintenance or construction experience, with at least one year as a crew leader or some type of supervisory experience.
- Ability to plan, assign, supervise, and evaluate the work of subordinates.
- Knowledge in the operation and maintenance of assigned equipment.
- Knowledge of safe and effective winter maintenance techniques.
- Ability to perform and provide instruction to others on assigned duties safely.
- Ability to meet job deadlines and complete assigned tasks in a safe and timely manner.
- Ability to communicate effectively and deal appropriately with the public.
- Ability to prepare annual budget; code and track invoices and plan for future equipment purchases.
- Ability to perform basic computer operations.
- Ability to take initiative, assume responsibility, and assign routine maintenance activities.
- Ability to understand, communicate, and carry out oral and written instructions.
- Ability to interpret and follow equipment maintenance manuals, schematic diagrams, and similar technical data.
- Ability to operate and maintain highway equipment and vehicles.
- Overtime work is required and is considered a condition of employment
- Must live within reasonable proximity of Town of Bristol.
- A Commercial Drivers License (CDL) with air brake endorsement is required