

Town of Sturbridge Job Description

Job Title: Foreman

Department: Public Works

Reports To: Operations Manager

FLSA Status: Union

Approved by the Personnel Committee: August 20, 2020

Approved by the Board of Selectmen: October 19, 2020

Summary: Directs and coordinates daily activities of Public Works crews under the direct authority of the Director and Operations manager to ensure efficient operation by performing the following duties.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

Supervise Public Works employees, train and demonstrate use of equipment. Operate heavy equipment and snow plows when necessary.

Ensure work assigned by the Director or Operations Manager is completed in an efficient and effective manner, responsible for the quality of work for his/her crews. Assigns daily work within his/her crews.

Mediate basic work related issues in the Highway Department.

Supervisory Responsibilities: Directly supervises all Union DPW employees in the Highway Department except the mechanics. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include training employees; planning, assigning, and directing work; addressing complaints and resolving problems. Under the direction of the Director and/or Operations Manager, the foreman must be cross trained on all equipment including snow and ice equipment and have full knowledge of daily operations.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duties satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience: Associate's degree (A. A.) or equivalent from two-year college or technical school; or one to two years related experience and/or training; or equivalent combination of education and experience.

Language Skills: Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

Mathematical Skills: Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to calculate quantities for paving and construction purposes.

Reasoning Ability: Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations. Ability to make management decisions related to snow and ice operations.

Computer Skills: Basic computer skills preferred.

Certificates, Licenses, Registrations: CDL Driver's License, Hydraulic License

Other Skills and Abilities: Ability to handle minor personnel issues involving coworker disagreements and insubordination. Knowledge of the disciplinary procedures required. Successful applicant will be expected to recommend discipline of employees when warranted.

Physical Demands: This a working Foreman position. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to talk or hear. The employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly exposed to outside weather conditions. The employee is frequently exposed to moving mechanical parts and fumes or airborne particles. The employee is occasionally exposed to wet and/or humid conditions; high, precarious places; toxic or caustic chemicals; risk of electrical shock and vibration. The noise level in the work environment is usually loud.

Call in/Call Backs

This is a Union position therefore he/she will remain on the Overtime list. There may be occasions where the Foreman will be called in after hours to supervise even when he/she is not next on the list. This shall not be interpreted as a breach of the Contract and therefore will not be open to grievance. As a result, the hours will be adjusted as usual.