

**Town of Wascott
Highway Foreman-Driver/Operator
Job Description**

Highway Department

Supervisor: Town Board

Date: Draft 10-26-2016

Appointing Authority: Town Board

FLSA Status: Non-exempt

General Statement of Duties: An employee in this class is responsible for supervising and providing leadership for a work crew of equipment driver/operators in the construction, repair and maintenance of Town of Wascott roadways. Performs responsible supervisory work directing the construction, repair and maintenance operations. The work involves coordinating the use of equipment and materials, and directing a work crew in the completion of projects assigned to achieve the most cost effective result. Duties include inspecting road conditions and identifying maintenance requirements. This position is a working foreman and also performs the job duties of driver/operator. The work is performed under the general direction of the Town Board.

Wages paid according to the collective bargaining agreement and Town policy.

Essential Duties:

Plans, directs and supervises the work of equipment driver/operators in the construction, repair and maintenance of roadways. Coordinates the use of equipment and materials used in road maintenance projects. Routinely inspects roads, culverts, ditches, right of ways, markings and signs for maintenance requirements. Coordinates and provides oversight for traffic control, worksite safety, proper use of equipment, signage, and centerline striping activities. Maintains accurate records of equipment hours, employee time, and materials used and provides a foreman's report to the Infrastructure Committee Chairperson and Town Chairperson by Monday of the following working week. Reviews and evaluates the work performance of equipment driver/operators, Recommends to the Town Board appointments, promotions, discharges, suspensions and transfers. Participates in the first step of the grievance procedure. Supervises and enforces all safety regulations and practices. Reports to the Town Board on maintenance projects in progress and identifies problems or requirements. Operates motorized road maintenance equipment as required. Works with the Town Board to prepare preliminary proposals, road plans and designs for various road maintenance projects and equipment purchases; prepares and submits budget proposals to the Town Board; attends meetings of the Town as required by the Town Board. Attends meetings, courses and seminars to keep knowledge current. Performs related work as assigned by the Town Board.

Minimum Qualifications:

Must possess and maintain a Wisconsin CDL license with appropriate class and endorsement and two years of experience performing equipment operator tasks.

Supplemental Information:

Knowledge Required: Considerable knowledge of methods, materials (including asphalts, asphalt mixes, salt/sand, and gravel), and equipment used in construction, repair and maintenance of roadways. Knowledge of proper repairs to road surfaces, seeding and restoration practices, and erosion control methods. Working knowledge of methods and techniques for organizing work projects, making assignments and assuring that the goals of the project are completed satisfactorily. Some knowledge of the principles and techniques of supervision through training or experience. Working knowledge of federal, state, and local regulations pertaining to functions of the Highway Department and any related activities.

Skills Required: Ability to operate and effectively supervise the operation of motorized road maintenance equipment. Effectively implement oral and written instructions. Effectively supervise the work of subordinates by providing leadership and setting a positive example. Effectively utilize a personal computer for assigned tasks including foreman's reports, WISLR road certification, and tracking project costs related to departmental budget. Maintain accurate records and prepares and submits oral and written reports. Establish and maintain effective working relationships with subordinates and supervisors to accomplish tasks using teamwork. Read and comprehend simple instructions, short correspondence, and memos. Write correspondence and reports. Effectively present information in one-on-one and small group situations to employees and the Town Board. Add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Calculate volumes, material yields, and material spread/flow rates. Resolve employee problems and grievances as authorized. Perform overtime call-out procedures in compliance with labor agreement requirements. Ability to make decisions based on sound judgment and logical, common sense approach. Ability to maintain positive leadership and respectfully, courteously, and effectively communicate with employees, town officials and the general public.

Physical Activities: Ability to safely lift up to 50 pounds. On occasion safely lift 50 – 100 pounds, with assistance. Frequent standing, walking, sitting, bending and stooping. Reach and climb. Work in varied environmental conditions including temperature extremes, varied air quality and exposure to construction materials and fumes. Ability to work for extended hours during periods of inclement weather. Ability to work overtime; available to report from off duty with short notice to respond to roadway emergency needs. The above is not to be construed as an exhaustive statement of physical requirements.

Working Conditions: Infrequent exposure to adverse environmental conditions, as well as some moderately loud noise from mechanical or electrical tools and equipment.

Hazards: Limited exposure to injury and toxic roadway construction and maintenance materials.

Physical Requirements: Must pass a post-job offer physical examination.

Licenses/Certificates Required: Must obtain and maintain such certificates and/or licenses as deemed necessary by the Town Board.

This job description does not constitute an employment agreement between the Town of Wascott and employee. It is used as a guide for personnel actions and is subject to change by the Town Board as the needs of the Town of Wascott and requirements of the job change.

I the undersigned employee have read and understand that the above are my expected job duties.

Employee _____ -

Date _____