

**Town of Sandisfield
Dept. of Public Works
Working Foreman
Full Time Employee (40 hours/week)**

Statement of Duties:

- The Working Foreman is expected to assist in the coordination of daily work cooperatively with the Superintendent as well as coordinate all daily work when the Superintendent is absent. The Working Foreman is responsible for overseeing daily operations at the worksite to ensure the completion of projects in a safe and efficient manner. The Working Foreman will have no disciplinary rights. The Working Foreman will need to have worked for the DPW for a minimum of 1 year to understand annual scheduling expectations. This is a working position and requires the ability to operate all Town equipment and perform the same jobs as other department employees.

Supervision:

- Works under the supervision of the DPW Superintendent.
- Supervises DPW crew in the absence of DPW Superintendent.

Job Environment:

- Requires working in an outdoor environment with a minimal risk of exposure to noxious odors, loud noises, and pathogenic substances.
- Involves risks or discomforts, e.g. working around moving parts and equipment, which require some safety precautions and/or the use of protective safety equipment.
- May be exposed to hazardous materials.
- Regularly required to attend evening meetings and work outside of normal business hours.
- On call to respond to emergencies.
- Access to confidential information, including personnel records and bid documents.
- Errors in judgment could result in monetary loss, reduced levels of service, delay in provision of services and could have legal and/or financial repercussions for the Town.

Additional Job Duties:

- Perform various standard Dept. of Public Works (DPW) tasks using a wide variety of manual and power equipment, including but not limited to: pick-up truck, dump truck, backhoe, street sweeper, salt spreader, chipper, tamper, hand tools, etc.
- Operate snow plowing and street sweeping equipment on all streets within the Town according to established routes and procedures.
- Preventive maintenance on vehicles, equipment and tools, as required.
- Select materials and tools needed to perform work assignments and return all tools and equipment to the Town DPW building at the completion of the work shift.
- Ensure worksites and garage areas are safely secured at the completion of the work shift.
- Use portable radios to communicate with other highway department staff.
- Street sealing, crack repair, pothole repair and other street repairs.
- Repair curbing, storm sewers, sidewalks, catch basins and road surfaces.
- Fabricate, install, maintain and replace all signage utilized within the town for traffic, park and street identification.

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- Maintenance to Town areas that will include, but not limited to mowing, trimming, cutting, trash removal, and snow removal on sidewalks.
- Basic care, trimming and maintenance of trees within the Town's responsibility and in accordance with the Tree Warden's requirements.
- Assist in the preparation and cleanup for special Town events, as required.
- Place and retrieve barricades, lane cones and other traffic directional devices for emergency and event control and assist in traffic control during those events.
- Train new employees in the operation of equipment, DPW procedures, Town requirements and safety practices.
- Keep the DPW Superintendent and designated others accurately informed concerning work progress, including present and potential work problems, and suggestions for new or improved ways of addressing such problems.
- Identify and resolve reported issues and concerns in a timely manner and report corrective action to the DPW Superintendent.
- General maintenance to DPW facility that will include but not limited to painting, minor carpentry and general upkeep.
- Respond to after-hours calls for emergencies that involve the Town, as required.
- In the absence of the DPW Superintendent, perform portions of that position, as assigned.
- Perform related, similar, or other logical miscellaneous duties as assigned by the DPW Superintendent, which may require ability to perform functions beyond those contained in this job description.
- 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.
- Maintain a drug and alcohol-free workplace in compliance with the Drug-Free Workplace Act of 1988, and the Omnibus Transportation Employee Testing Act of 1991.

General Responsibilities:

- Perform work in accordance with all federal, state and local laws, rules and regulations and within mandated OSHA and MSDS standards.
- Attend meetings, workshops, training and review publications to remain current on practices and new developments in assigned work areas.
- Represent the Town in a professional manner at all times. Perform work assignments in a prompt, efficient and safe manner.
- Report all accidents, to self and or property, as well as safety concerns to DPW Superintendent within same shift as the incident for non-emergencies. All emergency incidents must be reported immediately.
- Commitment to maintain a good working relationship with coworkers other Town officials, and the general public.

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Requirements – Minimum Qualifications:

- Possess a valid CDL Class A or B License, Hydraulic Class 2A or 2B License, and 4G Mowing License
- Possess a valid state driver's license.
- Ability to understand and follow written and oral instructions, communicate with others and work independently.
- Knowledge and ability to operate equipment such as backhoe, chipper, spray paint equipment, street sweeper, snow plow, power tools, air compressor, chain saw and other miscellaneous equipment pertaining to job duties.
- Ability to perform heavy manual labor, including heavy lifting of up to 50 lbs.
- Physically able to work in all types of weather conditions.
- Have appropriate hand, eye, and foot coordination to properly use equipment/tools.
- General knowledge and ability to follow all safety procedures and practices.
- Knowledgeable in a variety of semi-skilled and skilled maintenance tasks.