

Town of Cornwall

Road Foreman Job Description 2016

General:

This is a “working Foreman” position that operates under the general supervision of the Road Commissioner on behalf of the Selectboard and is a full-time, at will position. It involves supervising and carrying out the day-to-day, routine road maintenance needs of the Town. The Foreman will oversee the responsible use of the highway budget, its development, and update the Selectboard periodically, when asked, regarding projects and other pertinent information.

Requirements:

- High School diploma or equivalent.
- Experience in road maintenance, construction and equipment operation.
- Class B CDL with Air Brake endorsement minimum, Class A and/or tank endorsement a plus.
- Must be in compliance with the Town’s personnel and CDL Drug Compliance Policies and operate under the Town’s Purchasing Policy.
- Must maintain a safe and healthy facility and work atmosphere.
- Must be available to work nights, weekends, holidays and extended overtime hours during winter storms and other emergencies.
- Must be capable of some physical labor e.g. chainsaw work, bending, lifting, climbing etc.
- Must be or become familiar with all regulations, requirements, codes and standards, best management practices, techniques and technology for managing the roads and Right of Way in an effective and environmentally sound way.
- Have an understanding of gravel and paved road maintenance, materials and techniques.
- Have an understanding of snow and ice control and removal practices.
- Welding and mechanical ability are desirable.
- Take advantage of opportunities to meet, work with, cooperate and organize with other towns and agencies in the best interest of all.
- Have basic computer skills and/or the willingness and ability to learn.

Duties and Responsibilities:

- Plan and supervise daily highway department operations and projects.
- As a “working foreman” the position will require using all town equipment and performing all tasks as necessary to maintain the Town’s roads and equipment.
- Maintain a line of communication with the Road Commissioner and/or Selectboard, reporting problems, progress and initiatives.
- Maintain inventories of road and culvert infrastructure and equipment maintenance records.
- Submit applications for additional funding opportunities, e.g. state and federal grants when appropriate.
- Work with the Town Treasurer to provide routine records as well as those required for grants and other funding.
- Understand the Town’s Capital Equipment Budget, annual Highway Budget as well as the Town’s Purchasing Policy and work with the Road Commissioner to propose adjustments and purchases in accordance with them.
- Promote participation in training workshops, forums and other educational opportunities when appropriate.
- Ensure proper safety procedures are used, understood and that appropriate equipment and training is provided.
- Participate in foremen’s groups and other supervisor enhancement opportunities.
- Work with other towns and agencies cooperatively in the best interest of the community.

