

HIGHWAY DEPARTMENT FOREMAN – TOWN OF GRANVILLE

The Town of Granville is seeking applicants to fill the position of Highway Department Foreman. This is a mid-level management position reporting to the Superintendent of Public Works and is responsible for the day-to-day operations of the Highway Department. The Highway Foreman must also be capable of assuming the role of top management of the DPW when the Superintendent is not available.

The position involves leading a small crew in completing a wide variety of tasks in a dynamic work environment typical of a rural municipal Highway Department. The foreman is also responsible to ensure Department policies and proper safety procedures are followed in day-to-day operations.

This is a "working Foreman" position and requires the hands-on ability to perform the same tasks as other department employees, including manual labor and operating all town vehicles and equipment.

The successful applicant must have reliable transportation and be able to report to work within thirty (30) minutes of being contacted by the Superintendent in any weather, any day of the year at any time day or night (excluding previously scheduled time off).

All Public Works employees are required to work snow plowing and/or ice control duties for the full duration of every winter weather event which may involve working for several consecutive days, both day and night.

PRIMARY DUTIES:

- Plan, assign, and direct daily highway department operations and projects in collaboration with the Superintendent
- Monitor department operations and respond to problems on a daily basis, including complaints
- Ensure that all employees are trained in their respective function
- Maintain a working knowledge of federal, state and local statutes and regulations affecting department operations
- Monitor weather conditions that may impact infrastructure and require Department action
- Interact with Town citizens in a professional, courteous and respectful manner, appropriately responding to their complaints.
- See that daily administrative requirements of the workforce such as time-sheets, work logs, vehicle logs, etc are completed
- Recognize and communicate to the Superintendent any priority projects or problems
- Maintain licenses, certifications, and attend professional development trainings

HIGHWAY DEPARTMENT FOREMAN – TOWN OF GRANVILLE

REQUIRED KNOWLEDGE:

- A working knowledge of methods, materials, tools and equipment used in construction, maintenance, and repair of municipal roads (both gravel and paved surface), drainage structures, surface, ground, and storm water management, bridges, and other infrastructure
- Familiarity with all forms of mineral and organic road construction aggregates such as gravels, loams, and sands. As well as processed materials such as hot mix asphalt and concrete; including industry terminology, procurement and testing procedures
- Familiarity with pertinent environmental regulations and associated permitting requirements
- Knowledge in the use of lasers, levels, and transits and other technical measuring devices
- Knowledge of trench laws and general site excavation safety procedures including the use of Dig Safe, personal protective equipment, trench boxes, and construction site best management practices
- Know how to construct, maintain, and manage a proper roadway work zone when working in or adjacent to public roads surrounded by high-speed traffic
- Must possess mechanical knowledge necessary to manage and/or perform daily routine maintenance and light repairs to all Department owned trucks, tools, and equipment
- Must have working knowledge of winter road maintenance operations, including proper de-icing methods and different types of mechanical snow removal devices
- Must know how to maintain plow and de-icing equipment to ensure that it is always ready for service and working properly to effectively and efficiently distribute the proper amount of deicers. This includes calibrating spreaders and providing instruction for operators
- Familiarity with local inter-department operating and mutual aid procedures (fire, police)

REQUIRED ABILITIES:

- Must be proficient at operating equipment and vehicles and performing duties in an efficient and safe manner often under times of high stress and adverse weather conditions. This includes darkness, extreme heat or cold, dust, noise, fumes, smoke, oil, dirt, heavy wind, rain, ice, or snow, or any other unpleasant or irritating element resulting from a natural or man-made type of event.
- Must possess the ability to read and interpret engineering plans, blueprints, and specifications to plan and execute jobs with regard to components, supplies, manpower, and other resources
- Ability to perform calculations to accurately measure for needed construction materials such as cubic yards, tons, or square feet when preparing for construction tasks
- Ability to express ideas effectively, communicate orally and in writing; ability to use technology to correspond, prepare reports, and maintain records

HIGHWAY DEPARTMENT FOREMAN – TOWN OF GRANVILLE

- Ability to provide effective leadership under extremely distressful conditions often associated with extreme weather events that require DPW intervention such as extreme wind, lightning, wildfires, rain, ice, or snow

REQUIRED SKILLS:

- Be an effective team leader with a focus on safe and efficient production while maintaining a high level of morale among workers
- Be proficient in the operation all kinds of light, medium, and heavy construction machinery and equipment in a safe, effective, productive, and non-abusive manner
- Be proficient in driving and operating heavy dump trucks in both summer construction and winter snow plowing and de-icing operation environments
- Must possess excellent communication skills to express plans, ideas, safety concerns, or complications to other employees and management

EDUCATION AND EXPERIENCE:

- Must have an Associate's Degree *or* journeyman's level of trade knowledge; one to three (1-3) years prior work experience in DPW vehicle and equipment operation as used in the maintenance and repair of roadways; or an equivalent combination of education and experience.
- Must have 3 to 5 years' experience in Federal, State, Municipal, or commercial snow plowing and ice control
- Must have mid-management or other leadership level experience in managing employees

SPECIAL REQUIREMENTS:

- Valid Class A or B Massachusetts Commercial Driver's license
- Valid Massachusetts Hoisting Engineers License class 2A and 4G
- Valid Commercial Driver's Medical Certificate or valid Medical Certificate Exemption

In addition to meeting the Special Requirements, preference may be considered to applicants with the following certifications:

- Massachusetts certified First Responder
- Massachusetts certified Roadway Flagger
- Massachusetts Trench Safety Law Competent Operator Training Certificate

HIGHWAY DEPARTMENT FOREMAN – TOWN OF GRANVILLE

- Hot Work Safe Practices Certificate
- Baystate Roads Master Road Scholar or Baystate Road Scholar

PRE-EMPLOYMENT REQUIREMENTS:

- Must satisfy a pre-employment physical exam
- Must submit to and pass a drug and alcohol screening

POST EMPLOYMENT REQUIREMENTS:

- Required to participate in the Town's Drug and Alcohol Testing Program
- Must complete the State Ethics Commission Conflict of Interest Law training
- Must maintain all items listed in "Special Requirements"

This information reflects the general details considered necessary to describe the principal functions of the job identified and shall not be construed as a detailed description of all work requirements that may be inherent with this position. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment.

Job Type: Full-time

Salary: \$34.00 - \$37.00 per hour

Benefits:

- Health insurance
- Paid time off

Schedule:

- 8 hour shift
- Monday to Friday
- On call
- Overtime

Work Location: In person