

TOWN OF BRIDGTON
PUBLIC WORKS FOREMAN/OPERATOR

POSITION NARRATIVE

The Public Works Foreman is responsible for supervising and assisting the public works crew including but not limited to overall maintenance and repairs of all town roads, buildings, cemeteries, recreational facilities and grounds.

The Public Works Foreman is expected to work directly with the Public Works crew onsite, supervising and assisting the majority of public works projects. Assisting is to be interpreted as operating equipment as needed to complete the project. The Public Works Foreman is also responsible for various administrative duties as required to oversee the work of the department including annual budget development. The employee works under the direct supervision of the Public Services Director but requires the ability to work independently following established procedures and routines. Work is subject to review while in progress and upon completion by the Public Services Director.

LEVELS OF AUTHORITY AND DECISION MAKING

X ROUTINE ACTIONS AND FOLLOWING THE REQUIREMENTS OF THE PROCEDURES ASSIGNED TO THE POSITION TASKS.

X DECISION MAKING RELATES TO INTERPRETTING POLICIES AND PROCEDURES AND APPLYING THOSE TO THE TASKS OF THE POSITION.

X DECISION MAKING INCLUDES RECOMMENDING POLICY AND AMENDING PROCEDURES TO IMPROVE THE EFFICIENCY OF TASK COMPLETION.

EXAMPLES OF WORK (These are examples only and not meant to be the complete listing):

Organizes and supervises all job sites.

Supervises and assists in the various maintenance work, including rebuilding storm drains and culverts, patching and building roads and other general duties.

Supervises and assists in picking up debris such as blow downs, brush and trash.

Supervises and assists in maintaining equipment in satisfactory working condition. Sets up equipment for various seasonal uses.

Supervises and assists in the general repair and maintenance on vehicles and equipment and assists in the general maintenance of public works garage.

Operates trucks and sanders in plowing, sanding and snow removal of Town roads.

Supervises and assists in the general maintenance of municipal facilities such as recreational areas, parks and cemeteries.

Supervises and assists in the placement, maintenance and removal of street signs and decorations as required.

In consultation with the Public Works Director schedules all work for Public work crew. Maintains an overall schedule of all duties and projects to be completed.

Participates in required training and certification courses related to job duties and responsibilities.

Assists the Public Services Director in preparation of the Public Works Department budget. Oversees the budget after adoption.

Performs related work as required.

SKILLS, ABILITIES AND REQUIREMENTS OF THE POSITION:

Ability to oversee, manage and assist the public works crew in the completion of projects and regular tasks.

Ability to understand and follow complex oral and written directions.

Effectively and efficiently complete projects in a timely manner.

Proven organizational skills and the ability to manage a wide variety of tasks and assignments.

Attention to job safety.

Ability to safely operate construction equipment such as trucks, graders loaders, excavators and bulldozers and the ability supervise and direct the activities of employees engaged in the operation and maintenance of such equipment in accordance with all applicable laws and regulations.

Ability to make minor repairs and adjustments and service vehicles and equipment.

Experience with the operation, care and safe use of a wide range of machines and tools.

Broad knowledge of road maintenance.

Ability to perform manual labor for extended periods of time under adverse weather conditions.

Knowledge of computers, work-processing and databases.

Ability to establish, maintain and possess a positive work environment with employees and the public using tact and resourcefulness in meeting new problems.

DESIRABLE EXPERIENCE AND TRAINING:

A minimum of a High School Diploma or equivalent education and experience.

Possession of a valid Class A or B motor vehicle operator's license with a clean driving record.