

**TOWN OF NORTH HERO  
ROAD FOREMAN - JOB DESCRIPTION**

**QUALIFICATIONS:**

1. Supervisory Skills
2. 5 years practical experience in the planning, construction, maintenance and management of highways
3. Mechanical Skills
4. CDL and current DOT Medical Examiners Certificate Required
5. Heavy equipment operator experience
6. Experience operating chain saw, welder, brush cutter and other equipment.
7. Ability to lift up to 100 lbs
8. Ability to work independently
9. High school graduate or equivalent

**REPORTS TO:**

North Hero Selectboard: The Public Works Foreman works directly under the supervision of the North Hero Selectboard. The public works infrastructure is essential to the North Hero community. As such, the Public Works Foreman serves the North Hero community directly and he or she must maintain a profile which would be characterized as trustworthy and professional. The Foreman should foster positive public relations by responding to public inquiries, as directed by the Selectboard, in a courteous and timely manner. The Foreman is expected to sustain a professional appearance and attitude.

**PURPOSE:** Effectively utilizing town highway funds to maintain safe and traversable roads for the citizens of North Hero.

**TERMS OF EMPLOYMENT:** 40 hours per week UNLESS additional hours are needed. Compensation to be determined based upon qualifications and experience. Overtime begins after 40 hours per week.

**EVALUATION:** Performance of this job will be evaluated at the end of 180 days (probation period) and annually thereafter.

**RESPONSIBILITIES:**

Adheres to all of the Town's Personnel Policies as found in the North Hero Personnel Policy.

Planning, scheduling, and implementation of highway and public works related activities.

Monthly and annual budgeting of highway funds.

Maintain town roads and culverts in good and sufficient repair.

Supervises all fulltime, part-time and seasonal Highway Maintenance Employees.

Report regularly to the Selectboard on the status of the roads.

Ensures town roads are properly surfaced and maintained.

Operates excavator, grader, bucket loader, backhoe, truck, snow plow, sander, steamer, and other mechanical equipment, including welder, chain saw, cutting torches, paint sprayer and press.

Mowing of all town owned properties including cemeteries.

Prepare and research bidding specifications for the purchase of town equipment.

Research and prepare paperwork for Grant opportunities.

Perform mechanic duties, including greasing, oil changes, mounting equipment, minor repairs of engines, axles, transmissions, exhaust systems and other auto systems.

Perform hand shoveling, lifting of equipment, 100 lb. bags, culverts, guard rails, rocks and soils, hand removal of brush and fallen trees, culvert cleaning, and other like assignments as necessary.

Works with the North Hero Water Department, as needed.

Deal courteously with the general public and Town employees.

Must be available, reliable, and on-call in all weather conditions and at all hours. The Town provides a cell phone.

Attend workshops pertaining to highways and budgets approved as a town expense.

Other duties as assigned.