

HIGHWAY FOREMAN (FULL TIME)

Nature of Work

This is supervisory and skilled work in public works maintenance and construction activities.

The employee of this class participates in the supervision, scheduling and coordinating of crews of equipment operators, truck driver/laborers, mechanics and/or laborers engaged in street, sidewalk, maintenance and construction, snow and ice control or removal, storm drains; and limited automotive or equipment maintenance. The foreman participates in the operation of equipment performance of manual operations as necessary or as a backup.

Work is performed under the direction of the Road Commissioner and is subject to review through reports and results achieved. The Road Foreman may also serve as Acting Road Commissioner at the Direction of the Road Commissioner.

Examples of Work (Illustrative only)

Supervises a crew of Equipment Operators, and Truck Driver/Laborers engaged in the construction and maintenance of municipal streets, and snow and controlled ice removal.

Inspects work to ensure conformance with given standards and makes necessary adjustments in assignments and methods to correct deficiencies.

Supervises and participates in the operation of department equipment including heavy and light equipment, trucks and other equipment and tools.

Operates transit and related equipment to set grades.

Supervises and participates in the work of a crew engaged in a variety of Public Works activities such as erecting and removing snow fences; painting guard rails and fences; or cleaning catch basin tops.

Processes citizen complaints; maintains good public relations.

Receives written or oral assignments, contracts the crew and collects necessary equipment, assigns work for each member of the crew, and instructs men in proper methods of work.

Assists Road Commissioner in the Preparation, administering and monitoring the budget.

Maintains records of materials, equipment and manpower assigned to jobs; maintains records of sufficient detail to indicate total job costs when completed.

Processes time cards and prepares payroll; coordinates vacation and sick leave.

Supervises mechanic and garage operations.

Performs related work as may be required.

Requirements of Work

Considerable knowledge of materials, methods, techniques commonly used in street and sidewalk construction activities.

Considerable knowledge of the hazards and applicable safety precautions of public works operations.

Working knowledge of the operation of construction and equipment such as front end loaders and graders used in road construction work and ability to supervise and direct the activities of employees engaged in the operation of such equipment.

Ability to lay out, direct and supervise the work of a crew performing semi-skilled and unskilled road or catch basin maintenance activities and of equipment operators and to obtain efficient results.

Ability to understand and follow complex oral and written directions.

Ability to establish and maintain harmonious relationships with employees and to effectively obtain satisfactory work output.

Ability to deal with the public in a courteous and professional manner.

Through knowledge of public works operations.

Ability to work in a team environment and maintain effective working relationships with other employees, be consistent in dealing with people; actively listen and be sensitive to others concerns, with or without being directly involved.

Must exclude personal bias from work performance, exercise tact and diplomacy, and strive to promote and maintain a cooperative workplace atmosphere.

Desirable Experience and Training

Considerable experience with public works operations involving the operating of all levels of equipment, and experience in construction, repair, and maintenance of Public Works facilities. Sufficient educational background to perform job related duties.

Necessary Special Requirements

Must possess a valid Class II State of Maine motor vehicle operator's license.

Physical strength and agility sufficient for performing the duties of the job.

DRIVER/EQUIPMENT OPERATOR (FULL TIME)

Nature of Work

This is a skilled manual work in the operation of trucks and other heavy automotive and related motorized equipment.

Work involves the responsibility for the safe and efficient operation of assigned equipment. Employees of this class may be assigned as principal operator of a piece of equipment. Work involves the operation and maintenance of public works equipment; the maintenance and repair of road and streets, culverts, ditches; snowplowing and ice control or removal; and the performance of manual tasks in connection with road and street maintenance and repair and equipment maintenance.

Work is performed following established procedures and routines under the general direction of the Highway Foreman. Work is subject to check while in progress and upon completion.

Examples of Work (Illustrative only)

Operates moderately heavy trucks in the performance of public works duties such as street maintenance or repair.

Operates other light equipment as needed and operates heavier equipment such as front end loader and graders. Serves as the principal operator of front end loader or graders.

Drives a heavy or light truck transporting dirt, gravel, and construction materials; may assist in loading or unloading trucks using front end loader.

Operates a truck with snowplow and sander.

Performs routine and minor maintenance on vehicles and assist in major repairs.

Performs varied road maintenance work, including patching streets, rebuilding ditches, and replacing of culverts.

Picks up debris such as blow downs, straightens signs and posts, pick up leaves, brush and other trash.

Winterizes trucks, mounts sanders and checks operation; performs minor maintenance on equipment.

May mow lawns and perform routine carpentry work.

May hot top sidewalks; operate roller.

Performs related work as may be required.

Requirements of Work

Knowledge of the traffic laws, ordinances and rules involved in the operation of automotive vehicles.

Knowledge of the hazards and applicable safety precautions of the work.

Knowledge of the geography of the town, including the location of streets and knowledge of objects that will hinder plowing.

Ability to operate trucks, front end loader, street-sweeper, or other motorized equipment safely and according to traffic laws and regulations.

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

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

Ability to establish and maintain good working relationships with fellow employees, Town officials and the general public.

Ability to work in a team environment and maintain effective working relationships with other employees, be consistent in dealing with people; actively listen and be sensitive to others concerns, with or without being directly involved.

Must exclude personal bias from work performance, exercise tact and diplomacy, and strive to promote and maintain a cooperative workplace atmosphere.

Desirable Experience and Training

Experience in the operation of heavy and specialized automotive equipment heavier than passenger vehicles, and sufficient educational background to perform job-related duties.

Necessary Special Requirements

Must possess Class II State of Maine motor vehicle operator's license.

Physical strength and agility for performing the duties of the job.

SEASONAL TRUCK DRIVER/ LABORER (PART TIME NOV-MARCH)

Nature of Work

This is semi-skilled and unskilled manual work in the operation of heavy trucks and related automotive equipment and the performance of related manual work. Work involves the responsibility for the safe and efficient operation of assigned equipment. Employees may be assigned to the cemetery detail during summer season.

Work involves the operation of heavy trucks and related equipment in the maintenance and construction of streets, sidewalks, storm drains, snow and ice control or removal, and the performance of manual tasks in connection with the tasks assigned.

Work assignments may be received in detail for each job to be performed or may follow an established routine. Work is performed under the general direction of the Road Commissioner or Road Foreman and is subject to review while in progress or upon completion.

Examples of Work (Illustrative only)

Operates moderately heavy trucks in the performance of public works duties such as street maintenance or construction, or snow and ice control and removal.

Operates other equipment such as a small tractor, lawn motors, welding equipment, snowblower, street sweeper.

Drives a heavy or light truck transporting dirt, gravel, and construction materials; may assist in loading or unloading trucks using front end loader.

Operates a snowplow and sander.

Performs routine and minor maintenance on vehicles.

Performs varied maintenance work including hot topping, sidewalks, and replacing of culverts.

Cleans or sweeps streets, and completes other special projects as needed.

Picks up debris such as blown downs, straightens signs and posts, picks up leaves, brush and other trash.

Performs the tasks of a general laborer when required to do so by supervisor.

May set up booths for elections or bleachers for parades.

May dig graves and maintain cemetery grounds.

Winterizes trucks, mounts sanders and checks operation; performs minor maintenance on equipment.

Performs related work as may be required.

Requirements of Work

Knowledge of the traffic laws, ordinances and rules involved in the operation of automotive vehicles.

Knowledge of the geography of the town, including the location of streets.

Ability to operate trucks and other lighter motorized equipment safely and according to traffic laws and regulations.

Ability to make minor repairs and adjustment and service automotive equipment.

Ability to learn the operation of heavier motorized equipment.

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

Desirable Experience and Training

Some experience in the operation of standard automotive equipment heavier than passenger vehicles.

Necessary Special Requirements

Must possess or be able to obtain valid Class II State of Maine motor vehicle operator's license.

Physical strength and agility sufficient for performing the duties of the job.