

VILLAGE OF RAYMOND JOB DESCRIPTION

Title: **Foreman – Highway Department**

Department: Public Works

Reports To: Village Board

POSITION SUMMARY

The Public Works Highway Manager is responsible for the maintenance of Village roads including keeping them safe and well maintained for the public transportation system.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. However, they are not to be construed as exclusive or all-inclusive. To perform this job successfully, an individual must be able to perform each duty satisfactorily. Other duties may also be required or assigned.

1. Directs the work of and manages assigned division. Interviews and selects new employees. Provides training and instructions and ongoing development needs. Provides coaching, counseling, and mentoring to allow for optimal performance. Assigns tasks, reviews work and prepares performance evaluations. Recommends employee transfers, promotions, disciplinary action, and discharge.
2. Performs maintenance and operational duties with crewmembers. Operates heavy and light equipment, and power and hand tools as needed.
3. Ensures proper care and maintenance of tools and equipment; coordinates maintenance as needed.
4. Assists with snow removal operations.
5. Ensures inventory and orders supplies as needed.
6. Assists with the planning and execution of traffic control for major events.
7. Assists with the planning and layout of work zones and setting up traffic counters for traffic studies.
8. Plans annual road maintenance schedules.
9. Keeps records of work performed by the department.
10. Assists with planning equipment purchases and manages the maintenance of said equipment.
11. Completes time sheets and completes work schedule to accommodate approved time off.
12. Responds to customer service inquiries, providing appropriate follow-up, referral or resolution.
13. Identifies training needs and opportunities for the department.
14. Implements the goals and objectives for department operations.
15. Provides leadership and management to all assigned staff. Audits work on a regular basis to ensure adherence to pertinent regulations. Directs staff on complex work and interpreting the application of policy and procedure.
16. Researches, recommends, develops and implements policy and procedures for operational effectiveness, sustainability, and safety. Monitors operations for efficient and effective application of department policies, procedures and standards.
17. Develops work plans and strategies to meet Department needs-both short term and long term; develop and direct the implementation of goals, objectives, policies, procedures and work standards to ensure success. Ensures clear direction, proper implementation and Village conforms to legal requirements.
18. Assists in the development, of the annual department budget. Monitors budget throughout the year.
19. Approves and records all invoices.
20. Ensures all activities are carried out in a safe manner; adheres to all Village safety regulations; ensures equipment is safely operated and driving laws are obeyed; ensures all regulations pertaining to the safe use of equipment are understood and followed.

21. Reports all accidents to the appropriate authority. Follows all policies for reporting, investigating, and follow-up of equipment incidents, or personal injuries. May investigate incidents as assigned.
22. Prepares requests for purchase of services, materials and supplies and solicit quotes from suppliers, contractors, architects and surveyors within the Village's purchasing guidelines and state rules and regulations.
23. Coordinates efforts with other Village departments to facilitate construction, repair, installation, and alteration projects.
24. Reviews facilities costs, progress of work projects, preventative maintenance programs, and to identify potential problems and determine possible solutions.
25. Provides service to customers by answering questions, providing information, making referrals and assuring appropriate follow-through and/or resolution.
26. Responds to and calls out after hours on-call crews for emergency requests.
27. Other duties as assigned.

MINIMUM REQUIRED QUALIFICATIONS

- High School Diploma with management and construction experience.
- Five years of directly related, progressively responsible supervisory experience.

OTHER REQUIREMENTS

- Valid Driver's License.
- Valid Class B CDL.

REQUIRED JOB COMPETENCIES

- Knowledge of all phases of Public Works maintenance activities, heavy emphasis on area of assigned responsibility.
- Knowledge of materials used in municipal street maintenance programs.
- Knowledge of safe operations of heavy-duty trucks and equipment.
- Knowledge of care and use of equipment and tools utilized in the performance of department functions.
- Knowledge of safety precautions and potential hazards encountered in maintenance activities.
- Knowledge of principles and practices of budgeting and fiscal management.
- Skill in defining problems and evaluating alternatives and recommending methods, procedures and techniques for resolution of issues.
- Ability to research and analyze detailed information and make appropriate recommendations.
- Ability to interpret and implement regulations, policies, procedures, written instructions, general correspondence, and other department specific documents.
- Knowledge of Village and Department operating requirements, policies, procedures, and practices; and local, state, and federal regulations related to department programs and operations.
- Skill in organizational and time management to prioritize duties to accomplish a high volume of work product while adapting to constant changes in priority.
- Ability to perform detailed work accurately and independently in compliance with stringent time limits with minimal direction and supervision.
- Ability to understand and effectively carry out verbal and written instructions.
- Ability to prepare and maintain accurate and concise records and reports.
- Ability to communicate clearly, concisely and effectively in English with others in both written and verbal form.
- Ability to define problems, exercise sound judgment, and address a variety of situations.
- Ability to think quickly, maintain self-control, and adapt to stressful situations.
- Ability to maintain professionalism at all times.
- Ability to maintain confidentiality.

- Ability to maintain discretion regarding business-related files, reports and conversations, within the provisions of Freedom of Information Act and other applicable State and Federal statutes and regulations.
- Ability to establish and maintain effective working relationships with others.
- Ability to work the allocated hours of the position.
- Knowledge of management and supervisory practices & principles, including the ability to make final employment recommendations, preparing performance evaluations, managing time off, and maintaining personnel records.
- Ability to take control of situations, dictating subordinate activities in a responsible manner.
- Ability to instruct and train in methods and procedures.
- Ability to organize, assign, and modify the work assignment of others, and (re)-establish priorities to meet deadlines.
- Ability to perform mathematical calculations required of this position.
- Ability to prepare, recommend and monitor an operating budget, including line item budgeting.

PHYSICAL AND WORK ENVIRONMENT

The physical and work environment characteristics described in this description are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions or as otherwise required by law. Employees needing reasonable accommodation should discuss the request with the employee's supervisor.

- This work requires the occasional exertion of up to 50 pounds of force; work regularly requires sitting, frequently requires standing, speaking or hearing, using hands to finger, handle or feel and repetitive motions and occasionally requires walking, stooping, kneeling, crouching or crawling and reaching with hands and arms.
- Work performed may require walking or standing to a significant degree on rough terrain or may involve sitting for long periods with pushing and pulling of arm and/or leg controls.
- Work may be performed above or below ground, to include confined spaces.
- Work has standard vision requirements.
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word.
- Hearing is required to perceive information at normal spoken word levels.
- Duties are performed daily both indoors and outdoors under all weather conditions and include exposure to inclement weather, noise, heavy traffic conditions, and exhaust fumes.

Nothing in this job description limits management's right to assign or reassign duties and responsibilities to this job at any time. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.