

# Town of Sunapee, NH

**POSITION: Highway Foreman**  
**FLSA STATUS: Non-Exempt**  
**LABOR GRADE: 14**

**DEPARTMENT: Highway**  
**REPORTS TO: Highway Director**  
**DATE: April 2023**

## **GENERAL SUMMARY**

Under the direction of the Department Director, manages the day-to-day operations of the highway department which includes the maintenance and reconstruction of road and street systems, winter operations, traffic signage and lane markings, traffic and street light infrastructure, fleet repairs, modifications and procurement, storm water collections system maintenance and or reconstruction.

This position works in a supervisory capacity and performs semi-skilled to highly skilled tasks and completes complex roadway, drainage, and infrastructure projects on a routine basis. This position requires the ability to operate heavy equipment and commercial vehicles, and to perform heavy physical labor efficiently and in support of Town Highway Department operations.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Performs routine and daily supervisory tasks within the Highway Department, and assumes the duties and responsibilities of the Highway Director, when authorized;
- Assists with planning, developing, and scheduling of maintenance tasks and maintenance and construction projects, and assigns daily work tasks to the Highway Department team;
- Works with the Highway Department team on individual tasks and on projects, and/or assists with overseeing multiple Highway Department teams when necessary, all while performing detailed tasks and a variety of other work that may be associated with the maintenance and construction of roadways, parking lots, drainage systems, sidewalks, infrastructure, and buildings;
- Inspects daily work tasks being performed by the Highway Department team for conformance with Town and State standards for roadway, drainage and bridge maintenance and construction;
- Assigns specific tasks, and provides task specific instructions, to Highway Department team members, maintains a daily log of work that is completed, tracks personnel and/or equipment hours per task, and keeps an inventory of material(s) used per task or per project.
- Assists with the preparation of the annual Highway Department budget, and assists with tracking of individual line item budgets throughout each year for conformance with the overall Department budget;
- Assists with performing applicant interviews, personnel performance reviews, recommendations for promotions and/or step increases, disciplinary actions, and recommendations for termination;
- Attends meetings as necessary or as requested by the Highway Director;
- Operates heavy commercial and light trucks, and heavy equipment including but not limited to the front-end loader, backhoe, motor grader, vibratory roller, skid steer and other equipment as needed for the completion of all roadway, drainage, bridge, infrastructure, parking lot, sidewalk and building maintenance and construction projects;
- Assists with scheduling and coordination of preventive and/or routine maintenance on heavy equipment and/or vehicles which includes but is not limited to heavy commercial and light trucks, heavy equipment, plow and sanding apparatus, mowers, sweeper broom, vibratory roller, leaf vacuum, etc.;
- Performs and schedules winter maintenance tasks on, and/or the removal of snow from, roadways, parking lots, and sidewalks, and performs all other necessary winter maintenance activities to mitigate adverse conditions that may be caused by extreme winter weather or other severe weather conditions;
- Attaches, removes, and assists with preventative maintenance of snow plows and associated winter maintenance equipment from heavy commercial vehicles and equipment;
- Loads, unloads, and stockpiles crushed stone, gravel, sand, loam, rock salt, recycled asphalt, timber, heavy mechanical equipment and maintenance supplies;
- Is familiar with, promotes, executes and monitors safe work procedures and a safe work zones that may be associated with maintenance tasks and construction tasks;
- Maintains and fosters effective working relationships with the Highway Department team, other Town employees and the public;

- Is available 24 hours per day for winter weather related emergencies, and all other departmental emergency situations;
- Performs all other additional departmental related work tasks as required.

### **OTHER DUTIES AND RESPONSIBILITIES**

Performs other maintenance and construction related duties as requested by the Highway Director.

### **SUPERVISORY CONTROLS**

The Highway Director assigns all work tasks and/or projects with general instructions and timeframes for completion. The Highway Foreman, having the knowledge and experience, is responsible for carrying out the assignment(s); resolving task or project related issues as they arise; coordinating the work with Highway Department team members and other Town Department heads as necessary, and monitoring work tasks and projects through completion for adherence to Departmental procedures, methods, schedules, and cost. Some assignments will require the employee to determine the approach to be taken and the appropriate methodology to be used. The employee is responsible for keeping the Highway Director informed of the status of all phases of work tasks and projects that are assigned.

### **GUIDELINES**

Guidelines include Town and Department policies and procedures, NHDOT Standard Specifications for Roadway and Bridge Construction, Manual on Uniform Traffic Control Devices (MUTCD), A Hard Road to Travel, and other relevant local, state and federal laws. The employee continuously analyzes task and project results and recommends changes as necessary.

### **COMPLEXITY**

The position includes a variety of duties, responsibilities, and work tasks that require selection of specific materials and methods for maintenance and/or construction, but that involve prior analysis, planning and decision making for a selected approach to achieve the desired outcome. Strong foresight and anticipation skills are necessary for the efficient and timely desired outcomes.

### **SCOPE AND EFFECT**

The work involves communicating, coordinating and supervising the Highway Department team for planned, scheduled, and emergent work tasks and projects that are associated with the maintenance of the Town's roadways, bridges, drainage systems, parking lots, guardrail systems, and other infrastructure components. The effect will be timely and efficient task and project completion that is in accordance with the "Guidelines" listed above.

### **PERSONAL CONTACTS**

Contacts are typically with co-workers, other Town employees, Town residents, contractors, developers, builders, engineers, surveyors, elected officials, and the public. The contacts are typically with members of the public, as individuals or groups, and in a moderately structured setting (e.g., the contacts are generally established on a routine basis, usually at the employee's work place or job site; the exact purpose of the contact is typically clear).

### **PURPOSE OF CONTACTS**

The purpose is to plan, schedule, coordinate, or advise on work tasks and/or on planned projects, or to resolve issues which may arise as a result of a specific work tasks or during a project.

### **SUPERVISORY AND MANAGEMENT RESPONSIBILITY**

Lead workers at this level possess the authority to assign, communicate, coordinate and review the quality and quantity of the work of other departmental team members. They instruct department team members in specific techniques or technical methods for performing and accomplishing work tasks and projects. They typically perform the same type of work as the employees being supervised, but may be responsible for performance of the more technically difficult work assigned to the team or group. They are responsible for assisting with personnel management functions including but not limited to evaluating performance, recommending hiring, promotions or discharge.

## **DESIRED MINIMUM QUALIFICATIONS**

### **Education and Experience**

- Knowledge and level of competency commonly associated with the completion of specialized training including a two-year construction management or civil technology degree (or equivalent) from an accredited college, Master Road Scholar Certification from the UNH Technology Transfer Center, or three years of experience in site and utility construction management or as a construction supervisor;
- Proficient in the procedures and methods for performing routine maintenance and construction of paved and gravel roadways, parking lots, sidewalks, open and closed drainage systems, and bridge infrastructure components;
- Proficient in the operation and routine maintenance of light and heavy commercial vehicles and construction equipment;
- Possession of, or ability to readily obtain, a valid commercial driver's license, class-A, for the type of vehicle or equipment operated;
- Proficient with the operation of personal computers, Windows based platform, Excel, Word, and various types of spread sheets;
- Any combination of education and experience which demonstrates possession of the required knowledge, skills and ability to perform the duties and responsibilities listed here within.

### **LICENSING AND CERTIFICATION**

Commercial Driver's, Class 'A'; Master Road Scholar Certification

### **TOOLS AND EQUIPMENT USED**

Heavy equipment including motor grader, loader, backhoe, vibratory roller and an excavator; heavy through light duty commercial vehicles with plow and wing for winter maintenance, gas and diesel powered equipment including but not limited to wood chipper, leaf vacuum, street sweeper, chain saw, weed whacker, compactors and a pavement roller; rod, level and tripod for surveying and project layout; computers, calculator, copier, fax machine, cell phone, two-way radio, and other general office equipment.

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle, feel or grasp; reach, grasp and torque with hands and arms; to speak, see, hear and smell. Employee must occasionally lift, carry, and move up to 50 pounds, frequently reach above and below shoulder height, and frequently required to push and /or pull. Other physical demands include frequently twisting, bending, crawling, squatting, kneeling, crouching, climbing and balancing.

### **WORK ENVIRONMENT**

The work environment characteristics described here 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.

Work is primarily performed on roadways, on road shoulders, in drainage ditches, on maintenance projects and construction sites, and from within heavy equipment and commercial vehicles. A minimal amount of work is performed in an office setting and in the Highway Garage.

**External and internal applicants, as well as position incumbents who become disabled as defined under the Americans with Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.**