

ROADS AND BRIDGES FOREMAN

Job Summary

Plans, assigns and supervises the Department of Public Works Highway Maintenance workers to meet department goals in the maintenance and construction of roads, bridges, fields, parks, and other municipal projects.

Supervision Received

Works under the general supervision of the Operations Manager, who assigns and reviews work projects and is available for technical advice if problems are encountered. Receives instructions as to work to be done, assigned crew, materials and equipment to be used, and work priorities. Work is reviewed in progress and upon completion for conformance with instruction and acceptable trade practices.

Supervision Exercised

Provides direct and close supervision of a crew of laborers, equipment operators and semi-skilled workers. Assigns work, instructs crew on specific requirements of job procedures to be followed, reviews work in progress and on completion for conformance with instructions and acceptable practices.

Examples of Duties

1. Directs assigned crew, materials and equipment necessary to complete project; trains and guides subordinates, checking to see if instructions are being followed and for adequacy of work.
2. Supervises or serves as lead worker in diversified projects involving repairs of roads, bridges and sidewalks, building maintenance; paving; roadside landscaping; curbing; and culvert and catch basin laying and setting.
3. Supervises snow removal, ice control, and street sweeping crews. Must be available for emergency work such as snow and ice control, flooding and similar natural disasters.
4. May operate equipment or trucks as necessary
5. Inspects construction, maintaining records and field books
6. Prepares daily reports and meets with supervisors to discuss daily occurrences.
7. Reviews and completes service requests/work orders utilizing work management software.

8. Interprets, implements, and enforces regulatory requirements related to safety, environmental and industry standards.
9. Maintains time, attendance and performance records and performs other bookkeeping and report functions as required.
10. Performs other related duties as required.

Knowledge, Skills, and Abilities Required

Knowledge of methods, materials and equipment used in construction, maintenance and repairs of roads and minor bridges, curb, drainage structures, guardrail; working knowledge of hazards and safety precautions common to machinery and equipment required in street and bridge maintenance; Ability to prepare and maintain basic computer-based information records; ability to understand and follow oral and written instructions including roadway construction drawings and specifications, ability to plan, assign and supervise the work of the skilled workers.

Minimum Qualifications Required

Graduation from standard High School or GED, Associates Degree in Civil technology preferred; plus at least four years experience in highway construction and maintenance work of which two were in a lead worker capacity; **or** any equivalent combination of education and experience which demonstrates possession of the required knowledge, skills and abilities. Must have a valid State of New Hampshire commercial drivers operator's license.

Physical Exertion/Environmental Conditions

Frequently physical effort is required as foreman is often a lead worker; work is performed in inclement weather with some hazards present.

DURING AN 8 HOUR DAY, EMPLOYEE IS REQUIRED TO:

Consecutive Hours

Sit	1	<u>2</u>	3	4	5	6	7	8
Stand	1	<u>2</u>	3	4	5	6	7	8
Walk	<u>1</u>	2	3	4	5	6	7	8

Total Hours

Sit	1	2	<u>3</u>	4	5	6	7	8
Stand	1	2	<u>3</u>	4	5	6	7	8
Walk	1	<u>2</u>	3	4	5	6	7	8

ENVIRONMENT:

Inside: 40%
Outside: 60%

EQUIPMENT USED:

Computer, telephone, copy and fax machine, calculator, level, two-way radio, motor vehicles including heavy trucks and equipment.

HAND MANIPULATION:

Grasping: Frequently required
Handling: Frequently required
Torquing: Occasionally required
Fingering: Occasionally required

CONTROLS AND EQUIPMENT:

Computer, telephone, copy and fax machine, calculator, level, two-way radio, motor vehicles including heavy trucks and equipment.

LICENSURE/CERTIFICATION REQUIREMENTS:

Commercial Drivers License (CDL-B with Air Brakes endorsement).

OTHER TRAINING, SKILLS AND EXPERIENCE REQUIREMENTS:

High school graduate plus at least four years experience in highway construction and maintenance work of which two were in a lead worker capacity; **or** any equivalent combination of education and experience which demonstrates possession of the required knowledge, skills and abilities. Must have a valid State of New Hampshire commercial drivers operator's license.

SPECIFIC VOCATIONAL PREPARATION REQUIREMENT(S):

- 1. Short demonstration only.
- 2. Any beyond short demonstration up to and including 30 days.
- 3. 30-90 days
- 4. 91-180 days
- 5. 181 days to 1 year
- 6. 1 to 2 years
- 7. 2 to 4 years
- 8. 4-10 years
- 9. Over 10 years

PHYSICAL ACTIVITY REQUIREMENTS

PRIMARY PHYSICAL REQUIREMENTS

LIFT up to 10 lbs.:	Frequently required
LIFT 11 to 25 lbs.:	Occasional required
LIFT 26 to 50 lbs.:	Occasionally required
LIFT over 50 lbs.:	Rarely required

CARRY up to 10 lbs.:	Occasionally required
CARRY 11 to 25 lbs.:	Occasionally required
CARRY 26 to 50 lbs.:	Rarely required
CARRY over 50 lbs.:	Rarely required

REACH above shoulder height:	Occasionally required
REACH at shoulder height:	Frequently required
REACH below shoulder height:	Occasionally required
PUSH/PULL:	Occasionally required

OTHER PHYSICAL CONSIDERATIONS

Twisting:	Rarely required
Bending:	Occasionally required
Crawling:	Rarely required
Squatting:	Occasionally required
Kneeling:	Rarely required
Crouching:	Occasionally required
Climbing:	Occasionally required
Balancing:	Rarely required

WORK SURFACE(S)

Construction sites, roadways, uneven surfaces, excavation areas with loose ground, standard office desk and chair, carpet and tile floors.