



**Position Title:** Foreman

**Department:** Public Works

**Direct Report:** Director of Public Works

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### **JOB SUMMARY**

The Public Work Foreman directs designated field activities of the Public Works Department involving the construction, maintenance and repair of roads and public rights-of-way; or involving the collection and disposal of residential and commercial refuse, residential bulk and yard waste and/or recyclables; or a combination of both. Oversee the Public Works Department in the absence of the Director. Performs related duties as required.

### **ESSENTIAL FUNCTIONS**

- Oversee designated functions performed in the Public Works Department.
- Manages the Town's pet waste program.
- Oversee the maintenance of the Department's vehicle, small tools, landscaping tools, and machinery.
- Coordinates, supervises and in some instances trains a large work unit of skilled equipment operators, semi-skilled and unskilled laborers, engaged in a variety of functions involving either roadway maintenance or solid waste collection and disposal or a combination of both.
- Assigns & reviews work orders.
- Interprets rules, policies, and procedures for lower-level staff members.
- Counsels with and corrects employees as needed.
- Inspect field projects and completed work assignments of subordinates to ensure deadlines and expected standards are met.
- Assists in the investigation and or resolves issues/complaints/requests from the public.
- Performs various administrative duties.
- Prepares and maintains a variety of records and reports pertaining to work center operations, costs, and productivity.
- Determines staff and equipment needs.
- Attends and/or chairs various departmental and community meetings in concert or in lieu of director.
- Performs related duties as required.

### **SUPERVISION EXERCISED/ RECEIVED**

- Receives directions from and reports to the Director of Public Works.
- Assists the Director with overseeing employees in the Public Works Department.
- Directly supervises crew members, and indirectly supervises equipment operators, skilled and unskilled laborers.

## **WORKING ENVIRONMENT/PHYSICAL DEMANDS**

**Environment:** The work involves everyday risks or discomforts which require normal safety precautions typical of such places as offices, meetings, and training rooms, etc. The office work area is adequately lit, heated, and ventilated. In the field, however, the employee is exposed to the elements, hazards of construction work sites, occasional loud noises and proximity to heavy equipment and vehicles. The employee is also occasionally subjected to various chemicals and dangers surrounding hazardous waste or materials. Employees in this classification typically spend a great deal of time working in various locations outside the office and are subject to various weather conditions.

**Physical:** Employees may be required to work irregular hours or weekends on special projects or emergencies.

## **QUALIFICATIONS**

*Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying.*

**Education/Training:** Associate or bachelor's degree from an accredited college or university with major courses in a Public Works related field.

### **Experience:**

- Five (5) years of increasingly responsible experience in municipal road maintenance, and/or municipal waste collection/disposal.
- Municipal environmental enforcement.
- Two (2) years in a lead or supervisory capacity.

### **License/ Certificate:**

- Possession of an appropriate, valid driver's license.
- CDL license preferred.
- Valid POST management certificate.

## **BENEFITS INCLUDE**

- Vacation leave, sick leave, bereavement leave, and parental leave.
- Health, dental, and vision insurance.
- Participation in the Maryland State Retirement System.