



TOWN OF ROYALTON, VERMONT

Position: Road Foreman

Reports To: Royalton Selectboard

Department: Highway Department

Status: Hourly Non-Exempt

Hours: 40 Hours Week

Position Function: This position is considered to be that of a “working” foreman who operates under the general supervision of the Selectboard and is a full time, at will position. The Foreman supervises and carries out the day-to-day routine road maintenance needs of the Town of Royalton. She/he will also oversee the responsible use of the highway budget, its development, and update the Selectboard regarding any road, culvert, resurfacing, stockpile replacement, garage work, brush cutting, road grading, bridge cleaning or other pertinent town road information as needed.

Road Foreman Duties:

1. Plan, administer, coordinate, supervise, and evaluate all functions and services of the highway department, which include, but not limited to, highway department staff and management of contracted services
2. Work with Selectboard to develop an annual budget that provides the level of road service deemed appropriate for the Town
3. Perform all tasks as necessary to maintain the Town’s roads, culverts and equipment
4. Maintain effective communication with the highway department staff, Selectboard and the public, reporting problems, progress and initiatives in a timely manner
5. Maintain inventories of road and culvert infrastructure and equipment maintenance records
6. Submit applications for additional funding opportunities, such as state and federal grants when appropriate
7. Work with the Town Administrator and Treasurer to provide routine records, timely submission of invoices as well as needed documentation required for grants and other approved funding
8. Understand and follow the Town of Royalton’s Capital Equipment Budget, annual Highway Budget as well as the Town’s purchasing policy and work with the Selectboard to propose adjustments and purchases in accordance with these documents
9. Promote participation in training workshops, forums and other educational opportunities for all highway department staff, including the Foreman

10. Ensure proper OSHA safety procedures and protocols are used, understood and that appropriate equipment and training is provided and maintained as outlined by the State of Vermont and Federal safety guidelines
11. Work with neighboring towns and State agencies cooperatively in the best interest of the community and Town of Royalton
12. Develop and implement departmental policies and procedures based on best practices
13. Balance the fiscal/budget costs of the schedules with highway staff coverage available
14. Attend regular town government and community meetings
15. Develop annual and long-term goals for the department for consideration and review by the Selectboard
16. Perform other duties as determined by the Selectboard

“Working” Foreman Duties:

1. Operate and maintain municipal snowplow trucks, road graders, bucket loaders and other road maintenance equipment
2. Understanding of gravel and paved road maintenance, snow/ice control and removal practices and techniques needed to maintain town roads
3. Notify the town’s Emergency Management Coordinator and other relevant town officials when a local response may escalate to a regional response, or otherwise require other local emergency management officials to respond
4. Perform other duties as determined by the Selectboard

Knowledge, Skills and Abilities:

1. High school graduate and/or Associate’s degree with at least 5 years of experience in working within a municipal highway department and supervisory role
2. Must be able to lift 50lbs., bend, stretch, stand for extended periods of time, climb stairs, reach, twist, sit and/or walk
3. Excellent interpersonal and communication skills
4. Live locally, and be available for nights, weekends and/or day time call outs
5. Welding and mechanical abilities desirable
6. Basic knowledge and skills and in the use of MS Office Suite software
7. Pass a background check as well as a drug test
5. Maintain a valid Class 1 Commercial Driver’s License (CDL)

I have reviewed this job description, and I accept the responsibilities of this position.

Royalton Road Foreman

Date

Selectboard Chair

Date