



TOWN OF BOW

Town Manager's Office

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Foreman
Dept. of Public Works
Town of Bow, NH

The Town of Bow is seeking applicants for the full-time position of Foreman for the Dept. of Public Works. Responsibilities include the management and oversight personnel working on road and property construction and maintenance projects and of the Department's fleet maintenance and public properties divisions. A high school diploma or GED and at least two years year of related supervisory experience required or combination of education and experience. Pay range \$20.73 - \$25.22 hr. Benefits include health and dental insurance, retirement plan, and life and disability insurance. Contact Karen Mullaney, 603-225-1187, ext. 10 for a detailed job description or further information. Submit resume to David Stack, Town Manager, Town of Bow, 10 Grandview Road, Bow, NH 03304, or via e-mail to: admin@bow-nh.gov. Position open until filled. EOE.

FOREMAN

DEPARTMENT OF PUBLIC WORKS

Job Summary

Responsible for the management, oversight and performance of Driver/Laborers on construction and maintenance projects. One Foreman position is responsible for oversight of the Fleet Maintenance and Public Buildings and Grounds Divisions and the other Foreman position is responsible for oversight of the Highways and Cemeteries Divisions. This is a skilled work in the operation of heavy duty trucks and in the performance of allied duties. Work involves responsibility for the safe and efficient operations of heavy duty trucks and all equipment used in the construction and maintenance of streets, catch basins, and other public works projects. Employees of this class are also responsible for undertaking manual labor tasks incidental to the operation of assigned equipment, such as loading and unloading of materials

Supervision Received

Works under the general supervision of the DPW Director. Work is reviewed conformance with instructions and for the safety and care exercised in operating equipment.

Supervision Exercised

Directs Laborers, Driver/Operators and Mechanics assigned to assist them on construction and maintenance and repair projects.

Examples of Duties

(The listed examples are illustrative only and may not include all duties found in this position.)

1. Performs routine supervisory tasks and assumes the duties and responsibilities of the DPW Director, when authorized.
2. Works on a road maintenance crew doing general laboring tasks and performs a variety of other heavy manual work in connection with the maintenance and construction of sidewalks and roads.
3. Loads and unloads stone, gravel, dirt, asphalt, timber and heavy mechanical equipment.
4. Shovels, rakes and hand rolls asphalt, and mixes cement.
5. Attaches and removes snow plows and associated equipment from vehicles and assists in plowing snow, salting and sanding operations, or other activities to mitigate conditions caused by extreme weather conditions.

6. Uses and performs preventive/routine maintenance on hand tools and other machinery which may include, but not be limited to, vehicles, construction equipment, mowers, brushcutters, chainsaws, weed whackers, etc.
7. Occasionally performs traffic control functions at job sites.
8. Familiar with and executes safe work procedures associated with assigned work.
9. Maintain effective working relationships with other employees and the public.
10. Operates heavy and light vehicular equipment, if properly licensed.
11. Availability 24 hours per day to meet emergency situations.

Knowledge, Skills and Abilities Required

Ability to understand, follow and give oral and written instructions and lead and organize projects and tasks. Knowledge of the functions, operating methods, and care required of the equipment used in public works projects. Knowledge of the maintenance requirements of equipment. Knowledge of the work hazards, safety practices and traffic laws relating to heavy equipment operation. Skill in the operation and care of heavy maintenance and construction equipment.

Minimum Qualifications Required

High School diploma or GED. At least two years experience operating and maintaining light and heavy construction equipment, performing laboring, grounds or building maintenance work. Demonstrated supervisory skills in a construction or heavy maintenance environment; OR any combination of education and experience which demonstrates possession of the required knowledge, skill and ability. Possession of a valid N.H. CDL, with endorsements for town equipment.

Working Conditions

Employee is often required to do several tasks expeditiously and concurrently. Work is often interrupted by telephone calls, visitors, inquiries from co-workers, etc. The individual must be able to handle demands for information or action in a timely and judicious manner.

Tools and Equipment Used

Personal computer with Windows, Microsoft Office programs, calculator, phone, fax and copy machine. Motorized vehicles and equipment, including dump truck, pickup truck, garbage packer, utility truck, street sweeper, street roller, loader, backhoe, tractor, manlift, tamper, plate compactor, saws, pumps, aeroil propane kettle, compressors, sanders, generators, common hand and power tools, shovels, wrenches, detection devices, mobile radio, phone, ditch witch.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, walk and talk or hear. The employee is occasionally required to use hands to operate, finger, handle, or feel objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus

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. May be exposed to herbicides, pesticides, fuels, paints, solvents, hydraulic fluids, fertilizers. May be exposed to long periods of sunlight. May be exposed to poison ivy, oak, or sumac, and insects such as wasps, hornets, bees, etc.

Sensory Requirements

For communicating with others, talking is required; for taking instructions from others, hearing is required; and for doing the job effectively and correctly, sight is required.