

TOWN OF WAYLAND POSITION DESCRIPTION

Title: DPW Working Foreman

Department: Department of Public Works

Appointing Authority: DPW Director

Affiliation: Teamsters

Grade: D-7

Personnel Board Approved: 2/29/16

Summary of Duties

Skilled technical work and supervisory work in overseeing a DPW work crew on an assigned Public Works job site; all other related work as required.

Supervision Received

Works under the general supervision of the DPW Superintendent performing skilled work and supervisory functions requiring limited independent judgment and initiative; refers non-routine matters to the DPW Superintendent.

Supervision Exercised

Directly supervises regular, seasonal and temporary full-time and part-time DPW labor personnel; directs assigned work crew utilizing available equipment and materials. May review the work of contracted services.

Job Environment

Work is generally performed on site; generally required to work outdoors in a variety of weather conditions which may be adverse at times.

Operates a variety of equipment which may include hand tools, power tools, light equipment, light trucks, a variety of CDL vehicles.

Has frequent contact with other Town personnel; has occasional contact with contractors, residents and the general public; interactions require courtesy and tact.

Errors could result in a danger to health and safety, loss of Town assets, injury to one's self or others, damage to buildings and equipment, loss of revenues and poor public relations.

Essential Functions

The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

Under the direction of a DPW Superintendent plans work; assigns workers to a crew; supervises a work crew; directs workers on the job; assigns equipment; makes routine job site decisions; adjusts assignments to meet overall operational needs; reviews work assignments for completion and accuracy.

Prioritizes work on the job sites; monitors work process; ensure work efforts are focused on the assigned job; reviews work zone safety set-ups and ensures work zone safety protocols.

Makes recommendations on projects; assists in the planning and layout of work; may research material cost figures for anticipated work; may estimate labor costs for in-house projects.

Maintains daily records on progress, assignments, materials and schedules; accurately maintains related work records; writes reports as required.

Trains and instructs workers in proper and safe work procedures and safe equipment operation; ensures proper use of vehicles and equipment.

Operates vehicles and equipment engaged in DPW construction and maintenance work, as well as snow & ice and emergency operations.

Ensures vehicles, equipment and tools are utilized properly; follows prescribed preventative and operational maintenance procedures; reports vehicle and equipment problems to mechanics or DPW Superintendent.

Performs work consistent with the assignments of other individuals assigned to the work crew.

Is expected to make every effort to work overtime during emergencies, storm and adverse weather conditions.

May perform the duties of a lower graded labor position provided that all licensing requirements are satisfied.

Performs similar or related work as required or as situation dictates.

Recommended Minimum Qualifications

Education:

High School Diploma.

Experience:

Four (4) years of experience working in a DPW environment involved with the construction and maintenance of DPW assets.

Substitutions:

None.

Licenses/Certificates:

Must have and maintain a valid Class B CDL license; Class A CDL preferred.

Must have and maintain a valid Class 2B Hoisting License; 2A Hoisting License preferred.

Massachusetts Pesticide Certificate preferred.

Knowledge, Abilities and Skills:

Knowledge of general methods, techniques and principals used in constructing and maintaining DPW assets.

Knowledge of hazard and safety precautions pertaining to departmental operations.

Considerable knowledge of vehicles, equipment, hand tools and power tools associated with DPW operations.

Knowledge of materials used in DPW construction and maintenance projects.

Ability to interpret work orders, supervise and direct the activities of work crews.

Ability to read, interpret and apply data, drawings and instructions for assigned work.

Ability to read, understand and implement applicable department regulations, policies and procedures.

Ability to lead, direct and supervise staff; ability to supervise multiple job tasks under variable conditions.

Ability to operate a computer for the purpose of data input, retrieval and record keeping.

Ability to follow directions.

Ability to work independently and as a crew member.

Ability to communicate effectively and work with diverse groups of managers, employees, contractors, vendors and the general public.

Ability to utilize all the tools and equipment required for a DPW work crew.

Ability to operate all hoisting equipment; ability to operate commercial and non-commercial vehicles.

Ability to perform strenuous physical duties under adverse conditions.

Ability to follow oral and written instructions.

Ability to follow safe work practices.

Strong record keeping skills.

Good communication, organizational and planning skills.

Physical Requirements

Frequent moderate to strenuous physical effort required to perform duties under variable conditions, with some exposure to occupational risks. Occasionally required to push/pull objects weighing up to 100 pounds; occasionally required to comfortably lift/carry objects weighing up to 50 pounds. Ability to stoop, kneel, crawl, crouch, turn and twist. Have manual dexterity and strength to operate objects, tools, or controls and reach with hands and arm; occasionally required to sit, talk and hear.

This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.