

GENERAL HIGHWAY FOREMAN

Code No.: 6-07-008
COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This is a supervisory position involving responsibility for work crews assigned to highway maintenance, repair, and light construction activities in a town. The employee is responsible for the efficient and economical use of men, materials and equipment in accordance with established policies and procedures. The employee may be assigned other related public works duties as required by seasonal or operational demands. Incumbent may be required to be on twenty-four hour class seven days a week. General supervision is received from the Superintendent of Highways or other designated senior-level employees. Direct supervision is exercised over subordinate foreman, equipment operators and laborers. Does related work as required.

TYPICAL WORK ACTIVITIES (All need not be performed in a given position. Other related activities may be performed although not listed):

Supervises, plans and coordinates the work of crews in maintenance and repair of roads, sidewalks, drainage facilities and other highway related components;

Assigns men and equipment to work projects;

Supervises patching, grading, and oiling of streets and roads, and drainage improvements;

Oversees the proper and safe use of materials and equipment;

Oversees subcontracted projects for conformance to specifications;

Consults and follows blueprints for the construction of roads, utilities, and drainage developments;

Oversees the collection of refuse and garbage, and the cleaning of streets;

Supervises snow removal and ice control activities;

Supervises grounds maintenance activities along roadways such as the grading and mowing of lawns, the cutting of brush and the planting of trees;

Keeps records on such things as work activities and progress, equipment, parts and tool usage, employee attendance, overtime, citizen complaints and responses, etc.;

Assists in the planning and implementing of preventive maintenance program for road and other highway related components;

Checks and resolves citizen complaints regarding road conditions;

Reports to and confers with the Highway Superintendent or other appropriate personnel on unusual problems connected with highway projects or complaints.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Good knowledge of the practices and procedures involved in the efficient operation of a highway department; good knowledge of the safe and effective use of mechanical equipment and tools used in a highway department; good knowledge of basic inventory and record keeping procedures; ability to operate all types of road construction and maintenance equipment; ability to establish good working relationships with others; ability to supervise the work of others; ability to plan, organize and expedite highway maintenance and repair activities; ability to make decisions; ability to read and understand maps, drawings, blueprints and specifications; ability to measure and compute, using basic math skills; ability to communicate well orally and in writing; ability to follow instructions; ability to keep accurate records; mechanical aptitude; reliability; initiative; assertiveness; good judgment; health commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma, plus EITHER:

- (A) Five (5) years of full-time or its part-time equivalent paid experience in the construction, maintenance and repair of roads, two (2) years of which shall have involved supervision; OR,
- (B) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree in Construction Technology or a related field, plus three (3) years of experience in the construction, maintenance and repair of roads, two (2) years of which shall have been in a supervisory capacity; OR,
- (C) Any equivalent combination of training and experience as defined by the limits of (A) and (B) above.

NOTE: Additional experience may be substituted for the high school diploma on a year-for-year basis.

SPECIAL REQUIREMENTS:

Possession of a valid New York State Class *3* Operator's license at the time of appointment. Candidates may be required to pass a physical examination at the time of appointment.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS AND BOCES

Per Chapter 180 of the Laws of 2000, and by Regulations of the Commissioner of Education, to be employed in a position designated by a school district or BOCES as involving direct contact with students, a clearance for employment from the State Education Department is required.

REVISED: October 23, 1986