

FOREMAN (ROADS)

Code No.: 3-14-208

6-06-003

Non-Competitive for towns only

DISTINGUISHING FEATURES OF THE CLASS: This is a supervisory position involving responsibility for work crews assigned to highway construction, maintenance and repair activities in a town or village. 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. General supervision is received from the Superintendent of Highways or other designated senior-level employees. Incumbent may be required to be on twenty-four (24) hour call seven (7) days a week, and to make decisions on off-hour road service needs, such as snowplowing and salt spreading. 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.)

Directs the work of crews and participates in the construction, maintenance, and repair of roads, sidewalks, drainage facilities and other highway related components;

Operates all types of road construction and maintenance equipment;

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

Oversees the proper and safe use of materials and equipment;

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

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

Participates in snow removal and ice control activities;

Supervises and participates in 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 work activities and progress, equipment, parts and tool usage, employee attendance, overtime, citizen complaints and responses, etc.;

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

Checks citizen complaints regarding road conditions;

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of the practices and procedures involved in the efficient operations 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 construction, 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 read and communicate well, both orally and in writing; ability to follow instructions; ability to keep accurate records; mechanical aptitude; reliability; initiative; assertiveness; good judgement; health commensurate with the demands of the position.

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

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: November 10, 1983