



TOWN OF FREEDOM PUBLIC WORKS FOREMAN

REPORTS TO: Town Administrator
SUPERVISES: Public Works Staff
FLSA STATUS: Non-Exempt
HIRING RANGE: \$31.63 to \$34.75 Hourly

BASIC FUNCTION:

Responsible for supervision of personnel engaged in all street/road division activities including street and storm sewer maintenance, storm sewer locating, park and public facilities maintenance, yard waste site operation and management, snow and ice control and removal, sign maintenance and placement, and other necessary duties as assigned.

TYPICAL DUTIES (May include but is not limited to the following):

- Plan, organize, schedule, and monitor daily operations of the street maintenance department.
- Plan, organize, schedule, and monitor snow and ice removal operations.
- Ensure overtime is properly requested and approved through the policies of the employee handbook prior to taking place.
- Supervise and assist employees engaged in all aspects of the street/road maintenance department, including inspecting work in progress and upon completion. Review and approve staff time sheets and vouchers and ensure their accuracy.
- Conduct necessary safety and equipment training, advise employees of changes in policies and procedures, and ensure employees are following all safety policies and procedures.
- Prepare and administer street maintenance department budgets along with the capital improvement plans in conjunction with the Town Administrator and other staff. Review and approve invoices for payments in a timely manner and submit them to the Clerk/Treasurer.
- Assist the Town Administrator to create or revise policies, ordinances, documents, specifications, etc. pertaining to enhancing or improving public works operations.
- Assist in preparation of street equipment specifications, doing annual equipment inventory, and maintaining accurate maintenance records.
- Provide information to the public regarding public works services. Respond to and resolve complaints and questions from the public regarding all street/road department operations including snowplowing, storm sewer backups, street problems, signage problems, snow and ice issues, etc.
- Coordinate department activities with other Town services as needed, including Water, Sewer, Engineering, Parks, Police, Fire, EMS, etc.



- Oversee hiring of public works laborers and operators in conjunction with the Town Administrator. Regularly manage and evaluate employee performance and conformance with Town policies and work rules. Advise employees of changes in policies and procedures.
- Consult with the Town Administrator and/or Town Engineer or equivalent on all operational issues and matters.
- Act as Town's representative and/or technical adviser on various committees dealing with issues such as fleet maintenance, street/road maintenance, snow plowing, park maintenance, public facility maintenance, etc.
- Purchase supplies and maintain inventories of regularly used products, supplies, and equipment.
- Operate trucks of various sizes and weights in the loading, hauling, and unloading of various materials, equipment, and attachments.
- Plow snow during snow removal operations and adjust to schedule changes due to weather and increased need for snow and ice removal operations. Coordinate operations with the Outagamie County Highway Department as needed.
- Assist in traffic control, storm sewer cleaning, street cleaning/maintenance, traffic signing, brush/rubbish collection, grass cutting, and other miscellaneous public works activities.
- Operate loaders, tractors, mowers, and other town equipment, as needed.
- Perform daily routine inspection and preventative maintenance on town equipment and refer defects or needed repairs to the Town Administrator.
- Ensure the proper maintenance of equipment and tools by cleaning and checking equipment and tools before and after use, as necessary.
- Maintain prompt, predictable and reliable attendance in adherence with the Employee Handbook. Any changes in department work schedule must be communicated to the Town Administrator before taking place.
- Maintain the ability to lawfully operate a motor vehicle.
- Assist all other Town services as needed or requested.
- Utilize professional communication and public relations skills on a regular basis in contact with residents, taxpayers, regulators and other customer questions and concerns.
- Prepare and submit a detailed monthly Departmental Report to provide to the Town Board regarding public works activities, issues, concerns, achievements, or other notable items.
- Perform other duties as assigned.

WORK CONDITIONS

- While performing the duties of this job the employee regularly works outside in all weather including, rain, sunny, hot, humid, freezing, snow, and blizzard conditions.
- The employee works near moving equipment and mechanical parts and is exposed to dirty conditions, high noise levels, and vibration.
- The employee occasionally works in high precarious places and occasionally is exposed to fumes, and airborne particles.



WORK HOURS/ATTENDANCE

- Maintain prompt, predictable and reliable attendance in accordance with the work schedule established in the Employee Handbook.
- Typical working hours are 40 hours per week ranging from 7:00am to 3:30pm Monday through Friday. 30-minute lunch break is unpaid, and employees must clock out during lunch. Work also includes weekends and holidays as directed or as necessary due to weather conditions, special events, or emergencies.
- In emergencies, the DPW Foreman must be able to answer phone calls 24 hours per day and return missed calls within 1 hour.
- Respond to after-hours emergencies such as salting, plowing, storm sewer backup, etc.

MINIMUM QUALIFICATIONS

Knowledge, Abilities and Physical Demands

- Knowledge of snow removal, yard waste, street maintenance, and park maintenance equipment, facilities, materials, methods, techniques and procedures used for the operation, construction, maintenance and repair of Town infrastructure.
- Skill in planning, organizing, scheduling and implementing Town operations.
- Must be able to use, check, and respond to email, use Word processing software, and general office equipment for basic administrative tasks and reports.
- Ability to read and interpret construction plans and apply engineering theory to resolve complex field and operational problems. Ability to perform heavy manual tasks for extended periods of time, ability to work safely, ability to communicate effectively both verbally and in writing, ability to establish and maintain effective working relationships with employees, other departments, the public and the ability to understand and carry out written and oral instructions.
- The ideal candidate must be able to complete all physical requirements of the job with or without a reasonable accommodation.
 - The employee must frequently move and/or transport up to 50 pounds and occasionally move and/or transport up to 75 pounds.
 - Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.
 - Frequent sitting, standing, walking, and occasionally climbing, balancing, reaching, stooping, kneeling, crouching and crawling.
 - While performing the duties of this job the employee is required to use hands, fingers, talk and hear, as well as read and write English.
- Must be able to work in a team environment and be able to accomplish tasks independently with little direct supervision.
- Ability to effectively and professionally lead and manage department employees, cooperate with office staff, and be courteous and respectful at all times toward all employees, staff, vendors, Board members, residents, and the general public.
- Ability to handle confidential information with discretion in accordance with applicable laws and regulations.



Education and Experience

- Graduation from high school or GED equivalent.
- Three (3) or more years' experience in the construction field.
- Previous use of municipal heavy equipment is required for this position.

Licenses

Must possess a valid Wisconsin Driver's License and CDL certification to include at least Class B and D with air brakes. Other certifications welcomed but not currently required.

APPLICATION PROCESS

1. Please submit a resume, cover letter, and at least three professional references to the Town Administrator at administrator@tn.freedom.wi.gov or in person at the town offices.
2. First review of applications will take place on Monday, December 23, 2024. Position will remain open until filled.
3. We will contact those selected for interviews directly. We will attempt to notify all applicants of the status of their application but cannot guarantee notification. Candidates are encouraged to follow-up if they do not hear back so a response can be provided.
4. Once a candidate is selected, we will contract with a formal offer of employment.

SELECTION GUIDELINES

- Formal application, rating of education and experience, oral interview, reference checks and tests will be required. Review will be done by Town Administrator and any additional staff as required or requested.
- The duties listed above are intended only as illustrations of the various types of work that may be required in the performance of the job. The omission of specific statements of duties in this description does not exclude them from the duty to perform the work assigned to the employee.
- This job description does not constitute an employment agreement between the employee and employer and is subject to change by the employer as the needs of the employer and requirements of the job change.



ACKNOWLEDGEMENT

By signing this Town of Freedom Public Works Foreman job description, the employee hereby acknowledges they have read and completely understand the duties as described. A copy of this job description will be provided to the employee after it is fully executed. The original shall be placed in the employee's personnel file.

Employee Signature

Date

Town Administrator

Date

The Town of Freedom is an equal opportunity employer. All qualified candidates are encouraged to apply. Employment selection and related decisions are made without regard to sex, race, age, disability, religion, national origin, sexual orientation, gender identity or any other protected class.