



TOWN OF FREEDOM PUBLIC WORKS FOREMAN

REPORTS TO: Director of Public Works
SUPERVISES: Public Works Staff
FLSA STATUS: Non-Exempt
HIRING RANGE: \$31.63 to \$34.75

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, and sign maintenance and placement, and other necessary duties as assigned.

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

- Represent the values and professionalism expected of an employee of the Town of Freedom and adhere to the code of conduct, professional standards, and all elements of the Employee Handbook.
- Plan, organize, schedule, and monitor daily operations of the street maintenance department.
- Plan, organize, schedule, and monitor snow and ice removal operations.
- 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.
- Conduct 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. Review and approve invoices for payments in a timely manner.
- Create or revise policies, ordinances, documents, specifications, etc.
- Assist in preparation of street equipment specifications
- Provide information to the public regarding public works services. Respond to and resolve complaints and questions from the general 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, etc.
- Oversee hiring of public works laborers. Manage and evaluate employee performance and conformance with Town policies and work rules. Advise employees of changes in policies and procedures.



- Consult with the Director of Public Works 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.
- Purchases supplies and maintains inventories.
- 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.
- 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 equipment, as needed.
- Perform daily routine inspection and preventative maintenance on assigned equipment and refer defects or needed repairs to Public Works Director and/or Administrator.
- Consult with the Public Works Director and/or Administrator on all operational issues and matters.
- Ensure the proper maintenance of equipment and tools by cleaning and checking equipment and tools before and after use.
- Maintain prompt, predictable and reliable attendance.
- Maintain the ability to lawfully operate a motor vehicle.
- Assist all other Town services as needed.
- Utilize professional, courteous, and respectful public relations skills on a regular basis in contact with residents, taxpayers, regulators, vendors, staff, board members and all others during the course of performing town business.
- 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.
- Typical working hours are 40 hours per week ranging from 7:00am to 3:30pm (half hour lunch not paid) Monday through Friday. Work also includes weekends and holidays as necessary or directed.
- In emergencies, must be able to answer phone calls 24 hours per day / 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 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.
- 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 handle confidential information with discretion.

Education and Experience

- Graduation from high school or GED equivalent.
- Three (3) or more years' experience in the construction field with direct public works knowledge and/or experience highly preferred.
- Previous use of municipal heavy equipment is required for this position.

Licenses

Possess a valid Wisconsin Driver's License and CDL certification to include Class B and D with air brakes.



APPLICATION AND SELECTION GUIDELINES

To apply, please send resume, cover letter, and three professional references to the town administrator at administrator@tn.freedom.wi.gov.

- Formal application, rating of education and experience, oral interview, reference checks and tests will be required.
- 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.
- Unless otherwise noted, the position shall remain open until filled. Applications will be reviewed on a first come, first served basis.

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

Director of Public Works

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.