

TOWN OF BRISTOL

P.O. Box 249, Bristol VT 05443

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POSITION TITLE: Assistant Road Foreman

MISSION STATEMENT

The Town of Bristol Highway Department is committed to keeping the town's highways, sidewalks and associated infrastructure in good repair to keep our residents and visitors to the Town safe.

SALARY: Commensurate with education and experience.

REPORTS TO: Road Foreman

POSITION SUMMARY

This position involves a variety of tasks relating to maintaining Bristol's transportation system, public infrastructure, and municipal facilities. The Assistant Foreman is responsible for the same work as other Public Works Employees, such as routine maintenance, repair work, and following the direction of the Foreman with added leadership and management responsibilities in the absence of the Foreman and to provide support to the Foreman. Must be computer literate and be able to communicate via e-mail and Zoom. Duties typically require the use of a variety of tools, machinery, and vehicles. Must meet all the training requirements and demonstrate a knowledge of and skill in the maintenance and operation of heavy equipment.

DUTIES AND RESPONSIBILITIES

- The Assistant Foreman is responsible for maintenance and repair work within the town.
- Follow the proper use of all protection, use of respirators, handling of hazardous materials, traffic control and signing, trenching and shoring, lifting devices, blood born pathogen awareness, and equipment operation.
- Work cooperatively with coworkers during winter maintenance activities, such as plow snow, ensure proper application of salt and sand, and stockpiling of winter materials.
- Perform maintenance activities that require a variety of hand tools, power equipment, and heavy machinery.
- Repair pavement cracks, patch potholes and surfaces, line striping, ditching, grading, sweeping.
- Flagging and traffic control.
- Mowing, repairing road shoulders, cleaning roadsides, cutting trees and brush, cleaning drains.
- Ability to operate large or small trucks, with or without snowplow and wings, primarily during winter months.
- Ability to operate other heavy equipment including loaders, tractors, bulldozers, graders, rollers, and other specialized equipment.

- Perform routine maintenance and inspections on assigned equipment.
- Assist with or perform occasional tasks associated with buildings and facilities maintenance.
- Perform related duties as required.

ENVIRONMENTAL FACTORS

- Duties require the ability to withstand exposure to extreme outdoor weather conditions.
- Required to be available for considerable overtime during periods of heavy snowfall, or other emergency situations.
- May be required to report to work outside of work schedule and must be reachable by phone.
- Must be able to use tools and lift materials commonly used in routine maintenance work.
- Normal dangers associated with work on or near heavy equipment, hazardous materials and debris from roadside litter are present.
- May be exposed to blood and airborne pathogens.
- Hazards are always present when working on roads with moving traffic.
- Participation in random drug and alcohol-testing program is required.

KNOWLEDGE AND EXPERIENCE

- Minimum high school diploma or equivalent.
- Minimum five years of highway maintenance or construction experience, with at least one year as a crew leader or some type of supervisory experience.
- Knowledge in the operation and maintenance of assigned equipment.
- Knowledge of safe and effective winter maintenance techniques.
- Ability to perform and provide instruction to others on assigned duties safely.
- Ability to meet job deadlines and complete assigned tasks in a safe and timely manner.
- Ability to communicate effectively and deal appropriately with coworkers and the public.
- Ability to perform basic computer operations.
- Ability to understand, communicate, and carry out oral and written instructions.
- Ability to interpret and follow equipment maintenance manuals, schematic diagrams, and similar technical data.
- Ability to operate and maintain highway equipment and vehicles.
- Overtime work is required and is considered a condition of employment.
- Must live within reasonable proximity of the town of Bristol.
- A Commercial Drivers License (CDL) with air brake endorsement is required