



**PLEASE POST
IN HOUSE
JOB OPPORTUNITY**

TOWN OF MOULTONBOROUGH

Highway Department Foreman: Full Time position. General summary: Supervises the construction, maintenance and repair of highways, bridges, cemeteries, beaches, playgrounds, park areas and other Town facilities. Provides general supervision of Highway personnel. Carries out all supervisory functions in accordance with Town rules, policies and applicable laws. Acts in the absence of the DPW Director. A copy of the position description is available at Town Hall or on line at www.moultonboroughnh.gov (click on button labeled Paid, Volunteer and Contract Opportunities). NH CDL B License and NH DOT Medical Card are required. Higher CDL may be required. High school graduate or GED, and 3-5 years' experience in roads and facilities maintenance, personnel management and budget preparation required. Must be able to deal with the public and address highway departmental inquiries.

Submit application letter, resume and standard Town application form, available at www.moultonboroughnh.gov (click on button labeled Paid, Volunteer and Contract Opportunities) or at Town Hall, to Walter Johnson, Town Administrator, 6 Holland Street, PO Box 139, Moultonborough, NH 03254. Position open until filled.

Posted In-house 11/02/16.

Town of Moultonborough, NH

POSITION: Highway Foreman
FLSA STATUS: Non Exempt

DEPARTMENT: Public Works
REPORTS TO: Highway Agent/Director

GENERAL SUMMARY

Supervises the construction, maintenance and repair of highways, bridges, cemeteries, beaches, playgrounds, park areas and other town facilities. Acts in the absence of the Highway Agent/Director.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Supervises the construction and maintenance of town roads, bridges and drainage.
- Supervises the maintenance of all town cemeteries, to include opening and closing grave sites, and the care of those private and other cemeteries for which the Town becomes responsible.
- Supervises the maintenance of town playgrounds, parks, beaches and other facilities.
- Supervises the maintenance and repair of all town-owned equipment assigned to the Highway Division.
- Supervises maintenance of all Highway Division buildings and facilities.
- Supervises town employees and outside contractors performing snow removal and sanding of all town and private roads that meet minimum recommended road specifications.
- Supervises, schedules and evaluates employees for this division.
- Assists in submitting payment vouchers for all materials, products and other purchases made for the Highway Division.
- Assists in submitting payment vouchers for all outside contractors performing snow removal, sanding, and mowing service for the Highway Division.
- Assists in the preparation of an annual Highway Division budget submitted to the Board of Selectmen.
- Assists in the training, licensing and required qualifications for personnel of the Highway Division.
- Perform all duties outlined in lower classification positions.
- Must be able to deal with the public and address Highway Division inquiries.

OTHER DUTIES AND RESPONSIBILITIES

Performs other related duties as requested and can be assigned to other divisions within the department as needed.

REQUIRED MINIMUM QUALIFICATIONS

Education and Experience

High School Diploma or GED equivalent.

Valid Driver's License

3 years of experience in roads and facilities maintenance.

Or any equivalent combination of education, training and experience which demonstrates possession of the required knowledge, skills and ability.

Preference given to those with experience.

Knowledge, Skills and Abilities

- Knowledge of operating a backhoe, loader, dump truck, grader and various highway division equipment.
- Knowledge of preventive maintenance techniques and mechanical skills.
- Knowledge and skill for snowplowing, salting, sanding and operating equipment under various severe weather conditions.
- Knowledge of CDL requirements in order to train Highway Division personnel and ensure they maintain required licenses and qualifications.
- Knowledge of the Moultonborough Road System and be able to identify town and private roads.
- Knowledge of road construction requirements, drainage needs, and tree maintenance procedures sufficient to enable evaluation of problems encountered.
- Ability to supervise Highway Division personnel in the performance of their assigned duties or tasks.
- Ability to provide personnel management and budget preparation.
- Must have the ability to obtain all required licenses.

SUPERVISION EXERCISED

Supervises the work and performance of the HEO/Mechanic, Heavy Equipment Operator, Equipment Operators and the Seasonal/Intermittent General Laborer. Carries out all supervisory functions in accordance with Town rules, regulations, policies and applicable laws.

LICENSING AND CERTIFICATION

Valid Driver's License

NH CDL B License or higher CDL may be required. NH DOT Medical Card. Subject to Federal DOT drug testing program.

TOOLS AND EQUIPMENT USED

Individual operates various Highway Division equipment including loader, back hoe, dump trucks, and any other equipment assigned to the department. Hand and power tools maybe used in the maintenance and repair of equipment.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to stand; walk; sit; use hands to finger, handle or feel; reach with hands and arms; climb and balance; stoop, kneel, crouch or crawl; talk, see and hear. Heavy lifting/pushing of 75 pounds or more is regularly required. Good physical condition is required to perform heavy physical labor.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is exposed to outside weather conditions, extremes in temperature, humid conditions; traffic hazards; vibrations, moving mechanical parts, sharp blades, instruments and other sharp objects, fumes, gases or airborne particles, blood

borne pathogens or other diseases, toxic or caustic chemicals, risk of electrical shock, burns and explosion. The noise level in the work environment is loud.

External and internal applicants, as well as position incumbents who become disabled as defined under the Americans With Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.

This Job description does not constitute an employment agreement or contract between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

