

**Town of West Tisbury  
Highway Foreman**

The Town of West Tisbury is seeking applicants for the position of highway foreman. The position is full-time 40 hours/week with benefits. Applicants must be at least 18 years of age, a high school graduate and have a valid Massachusetts driver's license. Applicants will be subject to a complete physical, drug screen and a background review including a CORI check. Starting wage is Grade 4, Step 1 at \$24.30/hour. Strong in-house candidate. Applications and job description are available on the Town's website at [westtisbury-ma.gov](http://westtisbury-ma.gov) or at Town Hall. Application deadline is July 13, 2018 no later than 12:00 noon. EOE.

# Town of West Tisbury, MA

**POSITION: Highway Department Foreman FT DEPARTMENT: Highway Dept.**

**Position Purpose:**

The purpose of this position is to provide supervision of a work crew and to conduct manual work in construction, maintenance and repair projects for the Highway Department and other town departments; performs all other work as required.

**Supervision:**

*Supervision Scope:* Performs varied duties of a routine nature following clearly prescribed procedures. Requires a moderate measure of responsibility and judgment in determining method of completion.

*Supervision Received:* Works under the general supervision of the Highway Superintendent in planning and carrying out regular work in accordance with standard practices with substantial responsibility for determining the sequence and timing of work to be done and independence in planning and organizing the work activities, including determining the work methods.

*Supervision Given:* Provides direct supervision for one full-time laborer and any seasonal employees.

**Job Environment:**

Frequent and extended periods of outside work under variable hazardous conditions, such as working near hazards associated with construction sites that may require the wearing of personal protection equipment. Duties involve frequent exposure to hazardous site and/or weather conditions.

Operates an automobile, light trucks, hand/power/pneumatic tools, a computer, fax machine and telephone.

Interacts frequently with other Town departments and the general public. Communication is generally in person and by telephone and involves an information exchange dialogue.

Errors could result in delay or loss of service, and personal injury to self and/or others, loss of life, damage to equipment and financial losses.

**Essential Functions:**

*(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not*

*exclude them from the position if the work is similar, related or a logical assignment to the position.)*

Provides work assignments, direction, guidance and training to for one full time laborer and any seasonal laborers.

Is responsible for submitting payroll, bills and may participate in the preparation of the highway laborer performance evaluations.

Performs a range of labor activities, including removal of sand, leaves, large litter, and other debris from roadways and walkways; trims brush, hand sweeps streets and; assists in making repairs of roadways.

Loads and unloads tools, materials, and equipment.

Performs storm cleanup work; washes and cleans equipment and vehicles; picks up rubbish and litter; operates a leaf blower, snow blower, snow plow and shovels snow; keeps work area clean and orderly.

Maintains paved walking paths in town.

Operates and maintains equipment, such as trucks, automobiles, and light equipment including but not limited to, tractors, chippers, mowers, chain saws, backpack blower and welding equipment.

Works in the cemeteries, trims fence lines and bushes, and fills graves that have settled.

Makes minor repairs to town-owned buildings.

General caretaker for Town Hall, Howe's House, Old Fire Station, Library and Highway Department Building (includes changing fluorescent light bulbs, seasonal storm window installation, and light maintenance and moving furniture).

Follows town safety policies and guidelines while performing duties.

Answers questions from the public or other departments relative to work tasks.

Performs similar or related work as situation dictates.

**Recommended Minimum Qualifications:**

Education and Experience:

Duties require high school graduation and up to three years of related experience or; any equivalent combination of education and experience in operating and maintaining equipment used by the Department.

Special Requirements:

Possession of a valid MA Driver's License  
MA Hydraulics License

Knowledge, Ability and Skill:

*Knowledge:* Working knowledge of the hazards and safety precautions involved in the work performed. Knowledge of the practices, materials, tools, and equipment commonly used in the construction, repair, and maintenance of buildings, grounds and roadways.

*Ability:* Ability to understand and follow oral and written instructions. Ability to operate power hand tools. {Note; Richie wanted to remove this. I would leave it in. We once had a highway employee who may or may not have had the physical ability to use some of the equipment but didn't like to use it.}

Ability to work effectively under time constraints to meet deadlines.

Ability to present a professional and courteous attitude at all times.

*Skill:* Skill in all of the above-mentioned tools and equipment.

Physical Requirements:

*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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the functions of this job, the employee is required to stand, walk, sit, talk and hear for extended periods, sometimes in hazardous conditions. Employee is required to traverse uneven terrain. Frequently required to use hands to finger, handle, or feel objects, tools, or controls; reaches with hands and arms; stoops, kneels, climbs and crawls. Specific vision abilities required including close, distance, and peripheral vision and the ability to adjust focus. Frequently lifts up to 75 lbs.

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