

**FAYAL TOWNSHIP  
JOB DESCRIPTION**

**JOB TITLE**

Working Foreman

**DEPARTMENT**

Public Works

**DATE:**

July 05, 2016

**REPORTS TO:** Road & Bridge Supervisor/Township Board of Supervisors

**SCOPE OF POSITIONS**

**General Statement of Duties:** To operate and maintain graders, tractor mower, loaders, rubber-tired loader, backhoes, trucks, shouldering machine, sweepers, culvert steamer, in and about Fayal Township. To assist in the development and coordination of long range road maintenance and equipment replacement, along with the direction of manpower necessary to do the work.

**Working Environment:** Primarily outdoors, all-weather conditions, noisy conditions, handling of fuels and lubricants, heavy traffic conditions.

**Supervision Received:** Board Supervisor

**Supervision Exercised:** Public Works Employees, casuals

**PERFORMANCE RESPONSIBILITIES:**

The following list is not intended to be all inclusive, as duties will vary depending upon the direction of the Fayal Town Board.

- Receives instructions from Board Liaison.
- Checks equipment for fuel, oil, and coolant and greases equipment daily. Fills out D.O.T. daily equipment checklist and reports needed repairs to supervisor.
- Operates levers and controls on graders, tractors, loaders, rubber-tired loaders, backhoes; to cut streets to grade, load sand, gravel and dirt. Plow snow with grader, etc.
- Hauls sand, gravel, dirt and supplies. Operates steam boiler to thaw culverts and cleans equipment.
- Loads snow with loader or backhoe.
- Installs culverts and back fill; fills holes in streets, digs catch basins and ditches.
- Flushes streets for sweeper or blacktopping, operates sweeper to sweep and flush streets.
- Changes cutting edges and augers. Services equipment and changes tires.
- Keeps equipment in clean orderly condition.
- Directs the work of others.
- Early start times and overtime may be required.
- Develops specs and seeks quotes on equipment and repairs.
- Assists in the coordination of long range road repairs and maintenance as well as equipment maintenance and purchases and replacement.
- Prepares and maintains daily activity reports, as well as weekly road reports.
- Responsible for dealing with vendors and monitoring the activities of private contractors working for the Township.

**KNOWLEDGE, SKILLS AND ABILITIES**

- Ability to carry out complex verbal or written instructions necessary for the performance of semi-repetitive manual and motorized tasks.
- Ability to supervise work activities for public works, wastewater collection system and casual employees.
- Ability to read and comprehend MSDS and hazardous material worksheets and forms.
- Ability to make changes in sequence on semi-repetitive jobs.
- Ability to handle material manually and mechanically.
- Ability to work as a member of a crew requiring consideration with others to prepare and perform tasks, as well as to act as lead foreman.
- Ability to follow instructions and to work independently.
- Ability to operate graders, tractors, loaders, rubber-tired loader, backhoes, trucks, shouldering machine and other major equipment.
- Ability to obtain and maintain a valid Class "B" CDL, Boiler's License, Class "D" Water Operator's License.
- Knowledge and ability to develop and follow the budget set for public works.
- Knowledge and ability to prepare estimates, specs and reports.
- Moderate physical exertions, ability to lift and carry 55 pounds, acute mental and visual application in operating in congested areas.
- Helps and assists other departments as needed.

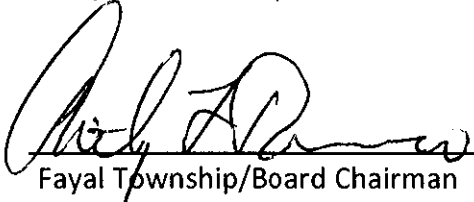
**MINIMUM QUALIFICATIONS:**

- High School Diploma or equivalent.
- Valid Class "B" CDL driver's license.
- 5 years of work related experience in operation and maintenance of heavy equipment.
- Previous supervisory experience preferred.
- Ability to lift and carry up to 55 pounds.
- Ability to pass pre-employment physical and chemical screening.
- Employee will be subject to random drug and alcohol screening.

**REVIEWED AND APPROVED BY:**

Date: 7-5-16

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Staff Representative - AFSCME CO. 65

  
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Fayal Township/Board Chairman