**TOWN OF SEYMOUR**

JOB DESCRIPTION

*Department of Public Works*

## *Public Works Foreman*

## GENERAL STATEMENT OF DUTIES:

The Public Works Foreman is responsible for assisting the Public Works Director in supervising work in construction, maintenance, and repair and operation of the Town’s Public Works facilities and services.

## ESSENTIAL DUTIES & RESPONSIBILITIES:

* Assist in planning, organizing, and supervising the daily work schedules for all Public Works employees.
* Engage in road maintenance, grounds maintenance, including parks, equipment maintenance, and related activities.
* Assist in developing, planning, and implementing long and short term departmental goals and objectives
  + Assist in forecasting future work
  + Assist in 5-Year equipment and needs plan
  + Assist in 5-Year road maintenance program
* Train, motivate, and evaluate personnel; provide or coordinate staff training; work with employees to correct deficiencies; assist in implementing discipline and termination procedures.
* Respond to and resolve the most difficult citizen inquiries and complaints.
* Responsible for assisting with budget forecasting and overseeing the Department of Public Works budget
* Attends various town meetings when the Department of Public Works is affected
* Responsible for the safety of all Department of Public Works employees
* Assist in supervision of the Transfer Station
* May coordinate with other town departments, organizations, boards, or commissions for special town events
* Assist Storm water Catch Basin Project
* Plows snow during snowstorms
* The Public Works Foreman is authorized to take disciplinary action if any employee violates the Department Rules & Regulations
* The Public Works Foreman is expected to take on all responsibilities of the Public Works Director in his or her absence.

## In addition to the essential duties and responsibilities, the employee will be required to perform any other duties assigned by his or her supervisor.

## SUPERVISION RECEIVED:

* Works under direct supervision of the Public Works Director.
* Works under general supervision of the First Selectman.

## SUPERVISION EXERCISED:

* Oversees all Department of Public Works employees.

**QUALIFICATIONS:**

## KNOWLEDGE, SKILL, AND ABILITIES:

* Knowledge of methods, procedures, and standard practices of civil engineering applicable to public works programs, projects, and functions.
* Knowledge of federal, state, local, town and other applicable environmental and safety statutes, ordinances, and codes.
* Knowledge of Federal (OSHA) and state regulations and town policies regarding safety training and safe work practices.
* Ability to effectively organize and direct personnel to affect maximum efficiency, communication, and coordination within the department.
* Ability to deal effectively and cooperatively with commissions, boards, other departments and agencies, and the general public.
* Ability to prepare and submit clear, concise, and accurate reports either orally or in writing.
* Ability to select, direct, and evaluate other personnel of a high technical and administrative level.
* Ability to establish and maintain effective working relationships.
* Ability to work under pressure and/or frequent interruptions.
* Ability to meet deadlines.
* Must be available for overtime and on-call time.

## EXPERIENCE AND TRAINING:

* Graduation from high school or equivalent. Higher education preferred.
* Substantial high level professional experience in public works, utilities, engineering.
* Minimum ten (10) years’ experience in a related field.
* Supervisory experience is preferred.
* Possession of a valid driver’s license.

**REVIEW PROCESS:**

* Essential duties & responsibilities will be reviewed directly with employee’s department head, the Public Works Director, in an annual meeting scheduled each January
  + All changes to job essential duties & responsibilities must be approved and signed off by First Selectman, Department Head, & employee following a meeting outlining the changes proposed and reasons why.
* The First Selectman, in conjunction with the employee’s department head and HR, will conduct an annual employee performance review each January and mid-year review each July.
  + A formal, written report on the employee’s performance will be completed by the First Selectman and the Department Head. The employee must sign off on the report (to show receipt of a copy, not agreement with the evaluation) and a copy will be placed in the employee’s personnel file.