

The Town of New Milford is hiring! The Public Works Highway Department is currently accepting applications for the position of Deputy Highway Foreman. This position is accountable for assisting the Highway Foreman in overseeing and supervising the Town's Laborers; this includes directing work assignments and inspecting and approving the work. Qualified and interested applicants should submit a completed Town of New Milford application to: Greg Bollaro, Personnel Director [gbollaro@newmilford.org](mailto:gbollaro@newmilford.org) or 10 Main Street, New Milford, CT. 06776. The Town of New Milford is an equal opportunity employer.

## Town of New Milford

<b>JOB CLASSIFICATION DESCRIPTION</b>
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**Department Public Works**

**Job Title:** Deputy Highway Foreman

**Salary - \$62,500**

**Non Union 40hrs p/w**

**Job Summary:** Define, organize, prepare, assign, and direct work of employees in the Public Works Department. Oversee work of the Crew Chief's, ensuring projects are completed correctly by going to job sites and auditing work. Responsible for the Call Before You Dig program. Responds to residential concerns, provides updates once work is completed. Assign Plow Routes, ensures routes are being cleared efficiently. Conducts and oversees daily operations for all Laborer staff.

**Supervision Received:** Works under the supervision of the Public Works Highway Foreman.

**Essential Job Functions:**

- Assists in the planning of activities and work objectives with the Public Works Foreman or the Assistant Director of Public Works, including maintenance of the roadway system, clearing roadway sight lines, repair of guide/guard rails, installation and maintenance of the storm drainage system.
- Assists in the design and purchase of new construction equipment and snow plow equipment to accommodate the department and aid in a safer and more efficient work place.
- Required to inspect and approve work overseen by Crew Chief and completed by assigned employees. Responsible for control of efficiency and timeliness of assigned tasks. Reports newly identified deficiencies as appropriate
- Direct employees to complete tasks in an effective and timely manner.
- Assists in teaching other Public Works employee's proper techniques of safe and efficient operation of Town equipment and machinery.
- Assigns duties of a driver, including assigning plow routes, inspecting routes as required.
- Performs necessary record keeping as required of resources utilized on each project including hours of labor, amount of material and hours of equipment used in completing the daily work tasks.
- Track and order supplies ensuring material levels are appropriate at all times
- Responsible for maintaining a safe work environment for employees under his/her direction.
- Report unsafe roadway conditions to Public Works Foreman and document on daily log.
- Performs other duties as assigned that are necessary and appropriate.

### **Knowledge, Skills and Ability:**

- Demonstrated ability to read and interpret instructions such as safety rules, procedures, operational and maintenance instructions.
- Demonstrated ability to effectively speak before groups or employees communicating orders, instructions, policies and updates.
- Demonstrated ability to deal with a diversity of people in such a manner to encourage compliance with work orders and highway goals.
- Demonstrated ability to establish and maintain effective, cooperative and courteous working relationships with office staff, the general public, and other departments of the Town.
- Must possess supervisory skills for effective management of personnel and equipment.
- Demonstrated ability to use a calculator, determine proportions, percentages, grades, area, and volume.
- Demonstrated ability to dig, shovel, traverse difficult, rocky, steep or swampy terrain as required for site inspections.
- Demonstrated ability to work outdoors in inclement weather.

### **Education, Training and Experience:**

High School diploma or general education degree (GED) combines a minimum of five years' experience in construction/maintenance of road-ways and associated storm drainage systems, including construction equipment operational experience. At least three years of the experience shall have been as the leader of a work crew.

Must possess and maintain a valid commercial driver's license, Class A throughout employment.

Must establish and demonstrate proficiency in Cartegraph within 90 days of appointment to this position.

**Working Conditions, Physical and Mental Requirements:** Incumbents in this class must have adequate physical strength, stamina, physical agility and visual and auditory acuity, and must maintain such physical fitness as to be able to perform the duties of the class. A physical examination may be required. Incumbents in this class are exposed to extremes of weather conditions, to frequent lifting of heavy weights, to highly dangerous road and traffic conditions, including exposure to heights when working on bridges, to poison ivy, insect bites and allergy irritants during summer months, and to loud and potentially dangerous machinery. Incumbents may be required to use protective equipment such as respirators and safety goggles.

**Frequency: Place an “X” in each box that is appropriate to your job.**

<b>NEVER (N)</b>	<b>OCCASIONALLY (O)</b>				<b>FREQUENTLY (F)</b>				<b>CONSTANTLY (C)</b>			
0 % of Shift	1-33% of Shift				34-66% of Shift				67-100% of Shift			
<b>Frequency:</b>	<b>N</b>	<b>O</b>	<b>F</b>	<b>C</b>	<b>Frequency:</b>	<b>N</b>	<b>O</b>	<b>F</b>	<b>C</b>			
<b>Physical Demands:</b>					Depth Perception				X			
Standing				X	Color Distinction				X			
Walking				X	Peripheral Vision				X			
Sitting		X			Driving			X				
Lifting			X		<b>Physical Strength:</b>							
Carrying			X		Little Physical Effort (-10 lbs.)			X				
Pushing			X		Light Work (-20 lbs.)			X				
Pulling			X		Medium Work (20-50 lbs.)			X				
Climbing		X			Heavy Work (50-100 lbs.)		X					
Balancing		X			Very Heavy Work (100+ lbs.)		X					
Stooping		X			<b>Environmental Conditions:</b>							
Kneeling		X			Cold (50 degrees F or less)		X					
Crouching		X			Heat (90 degrees F or more)		X					
Crawling		X			Temperature Changes			X				
Reaching			X		Wetness		X					
Handling				X	Humidity		X					
Grasping			X		Extreme Noise or Vibration		X					
Twisting			X		Exposure to Chemicals			X				
Feeling			X		Exposure to Gases and Fumes		X					
Talking			X		Exposure to Unpleasant Odors		X					
Hearing				X	Exposure to Bodily Fluids			X				
Repetitive Motion				X	Exposure to Dampness		X					
Hand/Eye/Foot Coordination				X	Confinement to a Small/Restricting Area		X					
Visual Acuity/Near				X	Mechanical Hazards		X					
Visual Acuity/Far				X	Physical Danger		X					

The above statements are intended to describe the general nature and level of work being performed by the employee assigned to this position. They are not to be construed as an exhaustive list of all job responsibilities and duties performed by personnel so classified.

The Town of New Milford is an equal opportunity employer. In compliance with the Americans with Disabilities Act, the Town will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the Town when necessary.

