Town of Shutesbury

Job Title: Interim Highway Foreman
Department: Highway Department
Reports To: Highway Superintendent
Exempt/Non-Exempt: Non-Exempt
Hours: Full-Time
Salary: $35/hour
Appointing Authority: Selectboard

Position Summary

The Highway Foreman performs skilled manual labor, operates heavy equipment, and conducts maintenance and repair on town roads, vehicles, and municipal facilities. In the absence of the Highway Superintendent, the Foreman assumes supervisory authority over department personnel, contractors, and ongoing projects.

Supervision

- Works under the direct supervision of the Highway Superintendent. Acts in a supervisory capacity in the absence of the Highway Superintendent, directing staff, overseeing contractors, and managing public inquiries.

Essential Duties and Responsibilities

Road & Grounds Maintenance

- Perform all aspects of road construction and repair, including patching gravel and asphalt, pouring cement, replacing signs/posts, and directing traffic.
- Maintain drainage systems by cleaning culverts, waterways, and drainage basins.
- Perform groundskeeping and landscaping, including mowing, clearing brush, tree removal, and controlling poison ivy using hand tools and approved herbicides.
- Handle heavy materials and remove litter/debris across town properties and rights-of-way.

Winter & Emergency Operations

- Execute all winter road and grounds maintenance, including operating snowplows, sand/salt spreaders, and manual snow/ice removal.

- Respond to weather-related, tree, and infrastructure emergencies during regular hours as well as evenings, nights, weekends, and holidays (including unscheduled call-backs).
- Work beyond a standard 40-hour workweek during snow season and emergencies.

Equipment Operation & Fleet Maintenance

- Operate heavy trucks (over 20,000 lbs. GVW), front-end loaders, backhoes, tractors, tampers, and various hand, power, and pneumatic tools.
- Perform routine preventative maintenance, lubrication, minor adjustments, and mechanical repairs (including welding, hydraulics, and engine work) on town vehicles and equipment.
- Maintain accurate service logs to track mileage and schedule preventative maintenance.

Facilities & Department Operations

- Perform general building maintenance and repairs on town facilities, including basic carpentry, painting, plumbing, and masonry.
- In the Superintendent's absence, initiate and complete projects, supervise crew members and contractors, and interact directly with the public.
- Maintain a cooperative, professional working environment with coworkers, residents, vendors, and other town departments.

Minimum Qualifications

Education & Experience

- High school diploma or GED (or currently in the process of obtaining).
- Minimum of three (3) years of experience in road construction, snow plowing, and equipment maintenance, or an equivalent combination of education and experience.

Licenses & Certifications

- Valid Massachusetts Class B Commercial Driver's License (CDL) with Air Brake endorsement.
- Current DOT Medical Examiner's Certificate.
- Valid Massachusetts Class 2B Hoisting Engineer License (front-end loader and backhoe).
- Ability to acquire additional equipment certifications as required.

Knowledge, Skills, and Abilities

- Demonstrated mechanical aptitude, including knowledge of automotive repair, welding, hydraulics, and engine maintenance.
- Working knowledge of Shutesbury's local geography and road network (or ability to learn quickly).

- Ability to read, understand, and follow oral and written instructions, including operator manuals.
- Strong customer service skills and the ability to maintain effective working relationships with town boards, officials, coworkers, and the public with honesty and integrity.
- Ability to accurately complete a town employment application and pass a Town-designated pre-employment physical.

Physical Requirements and Work Environment

- Physical Demands: Requires moderate to strenuous physical effort. Must be able to sit, stand, walk, stoop, reach, climb, and operate heavy equipment for extended periods. Frequently lifts, moves, or pushes objects weighing up to 70 pounds. Requires vision sufficient to read complex documents and safely operate motor vehicles and heavy machinery.
- Work Environment: Work is primarily performed outdoors in all weather conditions, with regular exposure to loud noise, traffic, confined spaces, dust, poison ivy, herbicides, and other hazardous elements. Mechanical repairs are performed in a shop environment.
- Schedule & Accountability: Workload fluctuates seasonally; overtime and emergency call-backs during nights, weekends, and holidays are mandatory conditions of employment. Errors in judgment or operation could result in personal injury, injury to others, equipment damage, service delays, or financial and legal liability for the Town.

NOTICE:

The statements above are intended to describe the general nature and level of work being performed by individuals assigned to this position and are not an exhaustive list of all responsibilities, duties, and skills required. Omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment. This job description does not constitute an employment agreement and is subject to change by the Town as organizational needs evolve.

The Town of Shutesbury is an Equal Opportunity Employer (EOE).