



Town of Damariscotta

Administrative Offices

21 School Street

Damariscotta, Maine 04543

Highway Foreman

Job Description

Nature of Work:

This is a supervisory and hands-on laborer position engaged in public works construction and maintenance operations. The Foreman is responsible for coordinating the day-to-day tasks of the Public Works Department and ensures compliance with Maine BLS and OSHA standards.

Employee of this class helps supervise and assist crews which include truck and equipment operators. Work involves snow removal and sanding, road construction and related activities. Employee is further responsible for assisting the Road Commissioner in checking work performed by subordinates, to ensure that streets and sewers are made according to prescribed lines and grades. Work is subject to review while in progress and upon completion by the Road Commissioner.

Essential Duties and Responsibilities:

- Supervises and assists in the construction and maintenance of municipal streets and sidewalks.
- Supervises and assists a crew in the limited plowing, sanding and snow removal of municipal streets, sidewalks, and parking areas.
- Supervises and assists in repairing streets and sidewalks including ADA detectable plates and lights.
- Supervises and assists in the placement and removal of street and traffic signs, traffic delineators, and ADA compliant traffic measures/devices.
- Supervises and assists in the inspections of work to ensure conformance with given engineering specifications and standards, and makes necessary adjustments in assignments and methods to correct deficiencies.
- Supervises and assists in the maintenance of Town Parks and Cemeteries.
- Supervises and assists in maintaining storm drainage systems above ground where required.
- Supervises and assists in the maintenance of the department's vehicles and equipment.
- Performs related work as required.

Requirements of Work:

- Working knowledge of materials, methods, and techniques commonly used in street, sidewalk, and drainage construction activities.
- Working knowledge of the hazards and applicable safety precautions of the work.
- Knowledge of the operation of construction equipment such as trucks and front-end loaders used in road construction work, and ability to supervise and direct the activities of employees engaged in the operation and maintenance of such equipment.
- Ability to plan, direct and supervise the work of a crew performing semi-skilled road and sidewalk maintenance activities to obtain efficient results.
- Interpret engineering plans for road and sidewalk construction.
- Establish and maintain harmonious relationships with employees to effectively obtain satisfactory work output.
- Schedule and review automotive/equipment repair and servicing.
- Inspect and perform light building maintenance.

Training and Experience Required:

- High School Graduation; College Degree or Industry-Related Certification preferred;
- Must possess valid Class II motor vehicle operator's license;
- Maine BLS and OSHA Certifications;
- At least 5 years of experience in road and drainage construction related activities;
- At least 5 years of supervisory experience;
- At least 3 years of equipment operator experience; OR
- Any equivalent combination of experience and training

Revised November 2, 2023

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. The duties listed above 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.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the need of the employer and requirements of the job change.