Town of Hadley
Department of Public Works
P.O. Box 406
Hadley, MA 01035

Job Posting
General Foreman

The Town of Hadley Department of Public Works seeks a qualified applicant for the position of a General Foreman. This position is directly responsible to the DPW Director or his/her designee. Typical work activities include planning, coordinating, and supervising Highway, water, sewer, vehicle maintenance, and snow/ice operations.

General Foreman to supervise/direct the safe and efficient operations of light and heavy vehicles, heavy equipment and other types of equipment/tools on projects/activities entailing construction/maintenance/repair of roads, sidewalks, cemeteries, town buildings, storm water systems, trees, water and sewer systems, etc. Leads salting and plowing operations and assists with snow clearance/removal during winter months.

Requires a high school diploma or GED plus five years of construction, heavy vehicle driving and heavy equipment operation experience, including three years in a supervisory capacity; or the equivalent combination of education, experience and training. Must possess/maintain a Commercial Driver’s License (CDL) Class B with airbrakes endorsement and Hoisting Engineer License 2B. Must also successfully pass a CORI check and pre-employment physical.

This is a full-time, 40 hour per week position. Starting salary range is $56,298.56 to $64,206.37. Benefits include Town sponsored medical and dental insurance, participation in the Town Retirement Program, paid holidays, vacation, sick and personal paid time off.

Job description available by calling (413) 586-2390, waterworks@hadleyma.org, or can be obtained at the DPW Office, 230 Middle Street, Hadley, MA 01035. Send Letter of interest, resume, and references to DPW Director, Town of Hadley, P.O. Box 406, Hadley, MA, 01035. Applications accepted until position is filled. The Town of Hadley is an Equal Opportunity Employer.
TOWN OF HADLEY
DEPARTMENT OF PUBLIC WORKS
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JOB DESCRIPTION

Position: General Foreman
Salary: $56,298.56 to $64,206.37
Hours: Full-time, 7am-3pm, Monday to Friday

Position Purpose:

The purposes of this position are to supervise and direct the safe and efficient operation of Public Works. Typical work activities: Planning, coordinating, and supervising Highway, water, sewer, vehicle maintenance, and snow/ice operations. The General Foreman to supervise/direct the safe and efficient operations of light and heavy vehicles, heavy equipment and other types of equipment/tools on projects/activities entailing construction/maintenance/repair of roads, sidewalks, cemeteries, town buildings, storm water systems, trees, water and sewer systems, etc. Leads salting operations and assists with snow clearance/removal during winter months. The General Foreman is responsible for maintaining and improving upon the efficiency and effectiveness of all areas under his/her direction and control. This position is subject to call outs to respond for emergencies after normal working hours.

Supervision:
Supervision Scope: Performs responsible supervisory duties requiring independent judgment and initiative in planning, organizing and directing the work of the Public Works Divisions requiring knowledge of department standard operating procedures to accomplish competent service delivery; works independently and in combination with others.

Supervision Received: Works under the general direction of the Field Superintendent and Director of Public Works; follows established department general and special orders, rules, regulations, policies and procedures.

Job Environment:
Work is performed in a garage, yard, and field locations including traffic; usually noise levels are loud. Position entails driving and may be subject to exposure to hazardous substances or materials; working near mechanical moving parts and exposed to electrical shock on occasion; may work in high precarious places. Work is performed inside and out-of-doors in all weather conditions. Work is also performed in an office at times to handle administrative duties.

May be required to operate light and heavy trucks and heavy equipment including but not limited to:
backhoe, front-end loader, street sweepers, bobcat, snowplows, tractors, lawn equipment, and CDL vehicles when there are staff shortages, emergencies or special needs or events. Also requires the occasional operation of hand tools, power tools if needed. Makes frequent and/or periodic contacts with the general public to deal with complaints or questions and works with vendors, contractors and engineers to complete projects. Makes frequent contacts with city officials, other town departments, community groups, employees and others requiring excellent customer service and communication skills; contacts are in person, and by telephone and require diplomacy.

**Essential Functions:**

- Review’s needs, develops project list, plans projects, directs staff, assigns tasks daily to ensure all areas of work under the are done efficiently. Matching resources and people to accomplish the assigned tasks of the department
- May order supplies and materials for projects.
- Train staff and enforces safety policies. Notifies Deputy Director of any discipline concerns
- Plans, directs, supervises (may operate in special situations) all heavy equipment for various public services construction and maintenance projects.
- Plans, directs, and supervises the maintenance of cemeteries and other grounds including trash removal.
- Plan, directs and supervises manual and machine assisted maintenance, repair and construction work of roads, infrastructure and drainage ditches.
- Plans, directs and supervises city wide salting/sanding and snow plow operations.
- Assist with the planning, direction and supervision of snow clearing and removal.
- Plans, directs, and supervises street patching operations and asphalt laying operations.
- Plans, directs, and supervises the preparing, maintaining and performing job site work and work safety practices.
- Is subject to call out to respond to emergencies after normal working hours.
- Ensures proper vehicles and equipment are available and assigned appropriately to meet the needs of public works projects.
- Plans, directs and supervises the maintenance (including burials) of cemeteries and be the record keeper of pertaining data.
- Plans, directs and supervises the set up and take down labor for numerous citywide events on city property or private property for city sponsored events at parks, downtown areas, waterfront areas and docks.
- Plans, directs and supervises street sweeping operations
- Plans, directs and supervises installation, maintenance, and repair of storm water management systems
- Oversees and assists with trimming trees and removing trees as needed
- Prepare internal work orders on computers or portable devices
- Perform inspection and investigations relating to sidewalks, trees, roadway defects and other infrastructure issues.
- May be requested to make discussions and perform actions relating to the Highway Division operations in the absence of the Director or Deputy Director in emergency situations or routine operations of the Highway Division.
**Minimum Required Qualifications:**

**Education, Training and Experience:**
Must have a High School Diploma or GED with over 5 years of construction, heavy vehicle driving and heavy equipment operation experience including 3 years of supervisory experience; or any equivalent combination of education, experience and training.

**Special Requirements:**
Must have and maintain: Commercial Driver’s License (CDL) Class B with airbrakes endorsement. Must have and maintain Hoisting Engineer License 2B. Must submit to CDL Drug testing regulations. (Water or Wastewater Grade 1 Distribution (1D) and/or Grade 1 Treatment or Operator in Training (OTI) preferred but not required).
All employees are subject to Criminal Offender Record Information (CORI)

**Knowledge, Ability and Skill:**

*Knowledge:* Thorough knowledge of the safe practices of driving heavy vehicles and heavy equipment; thorough knowledge of road, drainage, and storm water construction; thorough knowledge of proper tools to use for different building, public works maintenance, or construction jobs; knowledge of site work for construction projects; knowledge of safety procedures for construction projects.

Ability to plan, assign, direct and review the work of subordinates with diverse skills and abilities; ability to conduct inspections of work in progress; ability to purchase appropriate equipment, maintain good working relationships and public relations with other officials, staff, and the residents; ability to supervise; ability to set up projects; ability to review work for completeness; ability to follow written and oral instructions; ability of work as a team with others to accomplish a project; ability to read and follow safety procedures; ability to work for long hours and perform physical labor is necessary.

Skill in reviewing public works construction plans, and observing field conditions; skill in motivating and directing and supervising employees, good organizational and communication skills; skill in using snow plows, heavy equipment, moving equipment and various power tools and hand tools. Basic computer familiarity and literacy required.

**Physical and Mental Requirements:**
While performing the functions of this job, the employee is required to sit, stand, walk and listen for extended periods; may come in contact with toxic or caustic chemicals and risk of electrical shock; is frequently required to talk; uses hands to finger, handle, or feel objects, tools, or controls; reaches with hands and arms; kneels and bends to work on equipment or projects; employee must be able to access all levels of a construction site and traverse uneven terrain; specific vision abilities required include close and distance vision, peripheral and depth perception and the ability to adjust frequently lift up to 50 lbs. and occasionally lift up to 100 lbs.; must be able to hear normal sounds, distinguish sound as voice patterns or vehicle sounds and communicate through human speech.