

ASSISTANT ROAD MAINTENANCE FOREMAN

DISTINGUISHING FEATURES OF THE CLASS: Under supervision of a Road Maintenance Foreman or other higher level public works employee, an incumbent assists in the supervision of and participates in the construction, maintenance, and repair of roads. An incumbent is responsible for the immediate supervision of all repair projects under way and the continuing maintenance program of the municipality's road system. Independent judgment is expected to be exercised. An incumbent in this class is considered to be a "working" foreman, and must be available for duty at all times. In the absence of a Road Maintenance Foreman, an incumbent acts for and on his/her behalf. Supervision is exercised over Motor Equipment Operators, Laborers, and Road Maintainers. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Assists in the supervision of the construction of gravel, macadam, asphalt, or concrete roads, curbs and sidewalks;

Assists in the supervision of the excavation, grading, drainage, and embankment projects;

Assists in the supervision of the patching and repairing of roads including milling of asphalt, placing new asphalt, rolling, etc.;

Assists in the supervision of the cleaning of ditches, culverts, and basins;

Assists in planning and directing the cleaning, painting, and maintenance of road equipment and real property;

Assists in the supervision of planting of grass and flowers in recreation parks;

Assists in the supervision of the construction, cleaning and repairing of sanitary sewers;

Plans and lays out work for crews according to priorities established;

Inspects on-going projects;

Makes reports and keeps records;

Responds to municipal emergencies as needed;

Acts for the Road Maintenance Foreman in his/her absence;

Uses computer applications such as spreadsheets, word processing, calendar, e-mail and database software.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of modern road construction and maintenance equipment, good knowledge of the tools, equipment and terminology used in road maintenance work; good knowledge of the safety precautions associated with this work; ability to understand and interpret blueprints; ability to follow written and/or oral instructions; ability to organize and layout work for others; ability to secure cooperation from subordinates; ability to withstand heavy labor for extended periods; ability to keep simple activity records and prepare reports of such activities; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; ability to read, write, speak, understand and communicate in English sufficiently to perform the essential duties of the position; dependability; initiative; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from high school or possession of a high school equivalency diploma and either: (a) two (2) years of experience where the primary function was in the construction, maintenance and/or repair of municipal roads; or (b) two (2) years of experience performing labor tasks, which must have involved the construction, maintenance and/or repair of municipal roads.

SPECIAL REQUIREMENT: At time of appointment, possession of a valid license, appropriate for the vehicle to be operated and issued by the New York State Department of Motor Vehicles. The appointing authority is responsible for verifying and ensuring that the candidate meets these conditions at time of appointment and throughout the course of employment.

Towns, Villages,
City of Rye
J. C.: Non-competitive
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Job Class Code: 0439