

STAR LAKE TOWNSHIP – ROADS FOREMAN – JOB DESCRIPTION

INTRODUCTION: This job description details the reporting relationships, position objective, authority, duties, experience, and skills required for the position of ROADS FOREMAN. This appointed position is at the discretion of the Star Lake Township (SLT) Board of Supervisors.

POSITION OBJECTIVE: To manage the conduct of all SLT road maintenance operations to ensure that all roads are properly maintained to provide residents and the general travelling public safe and efficient roadways. This is an hourly paid position and is considered “at will” employment.

DUTIES & RESPONSIBILITIES: The Roads Foreman has no statutory responsibilities or voting authority on the board but is responsible for fulfilling many important duties. Some of these are:

- 1 – To maintain a good working relationship with the members of the Town Board and Staff; SLT residents, as well as local vendors and contractors which the township works with.
- 2 – To conduct all assigned tasks in a professional and timely manner,
- 3 – To provide first line supervision to SLT equipment operators to ensure their duties are being properly performed. If performance issues or any irregularities arise, the Foreman is to advise the Chairperson of the SLT Board.
- 4- To be responsible for supervising and coordinating all aspects of the following road operations:
 - (A) **Winter Operations** - to ensure all appropriate equipment, fuel, and supplies are kept in good operational condition; to insure the SLT Snowplowing policy is followed; to communicate to each of the Supervisors when the plows have gone out and when they have returned from their snowplow routes; and to communicate any issues or problems encountered.
 - (B) **Road Checks** - to ensure after significant weather events (summer & winter) that all SLT roads are checked, and that Supervisors are notified of such. If safety issues are noted the Roads Foreman should initiate corrective action as soon as feasible. If Right of Way (ROW) issues are noted these should be reported to the Chairperson.
 - (C) **Annual Road Report** - to accompany the Supervisors on the annual road inspection and to keep an up-to-date accounting of all repairs/changes to the Annual Road Report.
 - (D) **Road Grading** – Work closely with the motor-grader operator to insure he has what is needed for that operation i.e., spot gravelling, and is completing proper maintenance, etc.
 - (E) **Vegetation Control** – Work with other SLT Staff & contractors to coordinate tree trimming, ditch mowing, and shouldering maintenance,

(D) **Dust Control** - to manage all aspects of the annual Dust Control Program except for the March letter outlining the program for the up-coming season – this should be done by the Board of Supervisors.

(E) **Gravelling Plan** – after completion of the annual Road Report and receipt of a Board Approved Budget Amount for gravelling, develop a gravel plan and coordinate with contractor to execute the plan.

(F) **Road Repairs/Projects** – As directed by the Board of Supervisors work with the appropriate contractor/vendor to make Board Approved repairs.

(G) **Signage/Culverts** – As directed by the appropriate Supervisor to affect necessary repairs/replacement.

5- The Maintenance & Design of Gravel Roads. The Roads Foreman will attend (either personally or virtually) the MAT provided training within three months of assuming this position. This requirement may be waived by the SLT Board if the applicant has approved demonstrated experience in this area.

6- Town Garage & Storage Building. The Roads Foreman shall be responsible for the orderly & workman like condition of the town garage and storage building.

7- And other duties as assigned by the Board of Supervisors,

EXPERIENCE AND SKILLS REQUIRED:

- 1- High School Diploma or GED,
- 2- Ability to understand, follow, and issue written and oral instructions in English,
- 3- Ability to communicate via text, email, or cell phone,
- 4- Working knowledge of heavy equipment operation & maintenance,
- 5- A valid driver license and road worthy vehicle are required.
- 6- A valid CDL is preferred.