TOWN OF PALMER

**POSTING**

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| **Position Title:** | Junior Foreman (Working) | **Pay Step:** | Per CBA |
| **Department** | Department of Public Works  | **Date:** | 7/19/21 |
| **Reports to:** | DPW Director  | **FLSA Status** | Non-Exempt |
| **Work Status:** | Full-time | **Employment Status:** | Bargaining Unit |

General Statement of Duties and Responsibilities: Responsible for skilled manual work with intermittent supervisory responsibilities in construction, maintenance and repair programs and projects relating to the Town's cemeteries, grounds, streets and sidewalks, surface drainage systems, and snow and ice removal.

## Essential Duties: Supervises a work crew on construction or maintenance projects including but not limited to cemetery operations, grounds maintenance, street repair/patching, installing street signs, cleaning and maintaining sidewalks and surface drainage systems (catch basins and sewers), mowing, trimming, tree removal , cutting of brush and shrubbery, also snow and ice removal. [[1]](#footnote-1)

#### Minimum Qualifications and Experience: High School graduate plus three (3) years of experience working in a DPW environment involved with the construction and maintenance of all DPW assets. Must have and maintain a valid Class B CDL license. Must have and maintain a Valid Hoisting Engineers License with Grade 2B; Grade 4E and Grade 4G Endorsements preferred.

Considerable knowledge of Public Works Departmental field operations. Ability to apply knowledge and experience to any DPW Operations function.

Supervision Received: Works under the supervision of a Senior Foreman II (Working), Assistant DPW Director or a DPW Director performing skilled work and supervisory functions requiring independent judgment and initiative; refers more complex matters to the Senior Foreman II (Working), Assistant DPW Director or DPW Director for advice.

Supervision Exercised: Directly supervises regular, seasonal and temporary full-time and part-time DPW labor personnel; directs assigned work crew utilizing available equipment and materials while performing similar work. May review the work of contracted services.

1. May be supplemented by local duties. [↑](#footnote-ref-1)