

Town of Sabattus- Public Works Department

Assistant Road Foreman

DESCRIPTION: The Town of Sabattus is seeking an individual to fill the position of Assistant Road Foreman. The Assistant Road Foreman is responsible for the day-to-day supervision of Public Works employees along with the Road Foreman and the overall maintenance and repair of all Town roads, buildings, cemeteries, recreational facilities, and grounds. This is a direct field-supervision position with some administrative duty requirements. However, the majority of work requirements are field “non-office” work. The estimated split of responsibilities would be 75% field work and 25% administrative work.

The Assist Road Foreman is expected to work directly with the public works crew onsite, supervising and assisting with the majority of PW projects or supervising the mechanic, if directed by the Road Foreman. Assisting is to be interpreted as performing any function necessary to complete the project. It is expected that the Assistant Road Foreman will perform the administrative duties of this position during times when smaller, routine PW projects do not require immediate supervision. The Assistant Road Foreman shall assist the Road Foreman in developing and scheduling work plans.

REQUIREMENTS:

- A minimum of 3-years experience of construction, exterior maintenance or public works operations
- Ability to effectively direct and supervise others
- Proven organizational skills and the ability to manage a wide variety of tasks and assignments
- Broad knowledge of road maintenance and landscaping
- Experience with the operation, care, and safe use of a wide range of machines and tools
- Construction oversight experience is a plus
- Knowledge of computers, word-processing and databases
- Class B vehicle operator's license with Air Brake endorsement
- Good physical health; average or above dexterity and agility. Ability to pass a pre-placement physical
- Ability to climb ladders and scaffolds, crawl under and through structures, walk uneven terrain and repeatedly lift up to a maximum of 75 lbs

BENEFITS: Town provides a very competitive hourly rate and benefits package, training opportunities and a clean, safe work environment.

TO APPLY: Submit application to Anthony Ward – Town Manager, 190 Middle Road, Sabattus Maine 04280. Email: award@sabattus.org or Fax 207-375-4104. Application and Job Description are available at the Sabattus Town Office or at www.sabattus.org. Applications will be accepted until the position is filled

Interested applicants may contact Road Foreman Craig Shaw at (207) 375-8702 with specific questions about this position.

The Town of Sabattus is an Equal Opportunity Employer