

Town of Chatham

Town Shop Foreman

FLSA Status: Nonexempt

Reports to: Public Work Director

Job Summary

This position leads and directly supervises the maintenance crew in their assigned duties throughout the town.

Essential Functions

- Plans, organizes, coordinates, and supervises daily work load for the crew;
- Issues written and verbal instructions to the crew;
- Identifies daily issues and problems and adds to the worklist;
- Coordinates work requests with appropriate departments;
- Initiates and recommends personnel action such as counseling and discipline, provides guidance and training to crew members;
- Arranges for the purchase of department supplies and materials with immediate supervisor;
- Must be available for on call emergencies as needed;
- Performs related duties as assigned.

Job Supervision Overview

Supervises:

- Repairs to roadway, curbs, gutters, sidewalks, etc;
- Mowing, trimming, and clean-up of Town properties, cemeteries, parks, streets, etc;
- Collection of various sized debris;
- Traffic control and set-up for special events and parades;
- Water and sewer line location, repairs, and maintenance;
- General and specialized maintenance at water and sewer facilities;
- General and specialized maintenance of the Town Hall.

Knowledge, Skills and Abilities

- Thorough knowledge of the geography, streets, buildings, facilities, and community;
- Knowledge of applicable laws, ordinances, regulations and procedures;
- Knowledge of job, job site safety and safety procedures;
- Skill in operating various vehicles and equipment;
- Ability to deal courteously and effectively with the public, employees, and town officials;
- Basic knowledge of mechanical, pneumatic, and hydraulic troubleshooting and routine equipment repair.

Education and Experience

High school diploma or equivalent plus 5 years' experience in a related field.

Licenses or Certifications

A valid Virginia driver's license.

Physical Requirements

- Lifts, carries pushes and pulls objects weighing up to 80 pounds;
- Stands for long periods, moves about on foot;
- Climbs balances stoops, kneels and crawls;
- Ability to work overtime when required.