

TOWN OF PEACHAM
PO Box 244 (79 Church St.), Peacham, VT 05862

Job Opening for:
Road Foreman

JOB DESCRIPTION:

The Road Foreman for the Town of Peacham reports directly to the Selectboard and is a full time hourly position. The foreman is first and foremost a member of the road crew. This position is considered non-exempt for purposes of the Fair Labor Standards Act.

The Road Foreman for the Town of Peacham has these **RESPONSIBILITIES:**

1. Maintain town highways in safe and serviceable condition consistent with adopted standards;
2. Supervise road department employees;
3. Manage, with the supervision of the Selectboard, all Town highway matters;
4. Research options and costs for road projects, equipment, repairs, etc.;
5. Maintain all Town highway equipment and keep in good repair;
6. Respond to Town residents' questions and concerns regarding road maintenance;
7. Act as a liaison to the Vermont AOT and any other state or local agencies as delegated;
8. Assist Emergency Services during disasters;
9. Perform other highway department duties delegated by the Selectboard.

QUALIFICATIONS:

1. Ability to supervise and motivate employees;
2. Ability to work as a team with co-workers;
3. Ability to operate road equipment including the grader;
4. Ability to help develop an annual budget for the road department and to operate within that budget;
5. Ability to interact with the public in a courteous and responsive way;
6. Ability to work with Vermont AOT employees, consultants, contractors, and other outside sources;
7. Ability to do paperwork as needed.

(Application attached – Please submit in sealed envelope to Peacham Town office, address above.)

Job Application for **Road Foreman, full time, Peacham, VT** (3/2014)

Please print clearly or provide requested info on separate paper.

PERSONAL INFORMATION:

Name: _____

Address: _____

Phone Numbers and best times to reach you: _____

Email: _____

If offered the position, can you be prepared to provide your social security number, drivers license or other proof of US citizenship or right to work in the U.S.?

Yes _____ No _____

Have you been convicted of a felony within the last seven years?

Yes _____ No _____ If yes, please explain: _____

POSITION/AVAILABILITY:

Would you be available for clearing roads of snow, fallen trees and other potential emergencies outside of normal working hours? Yes _____ No _____

What date are you available to start work?

EDUCATION:

Please list your education, schools attended from high school on, and general dates:

Please list your skills, training, certifications, licenses, familiarity with vehicles and equipment, or similar information that helps you qualify for this job.

EMPLOYMENT HISTORY:

Present Or Most Recent Position:

Employer: _____

Your position or title: _____

Location: _____

Supervisor: _____

Phone: _____ and/or Email: _____

From: _____ To: _____

Responsibilities: _____

Reason for Leaving: _____

May We Contact Your Present Employer? Yes _____ No _____

=====

Previous Position:

Employer: _____

Your position or title: _____

Location: _____

Supervisor: _____

Phone: _____ and/or Email: _____

From: _____ To: _____

Responsibilities: _____

Reason for Leaving: _____

=====

Previous Position:

Employer: _____

Your position or title: _____

Location: _____

Supervisor: _____

Phone: _____ and/or Email: _____

From: _____ To: _____

Responsibilities: _____

Reason for Leaving: _____

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If you have other previous positions or skills relevant to this job opportunity that don't fit in these spaces, feel free to include the info on another piece of paper.

References:

Name/Title/their relationship to you Their email and/or telephone numbers:

Any other information you would like us to know?

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Does the Town of Peacham have your permission to request your Motor Vehicle Driving History Record?

Yes _____ No _____

Your Name again for the DMV: _____

Your License/CDL numbers: _____

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I certify that information contained in this application is true and complete. I understand that false information may be grounds for not hiring me or for immediate termination of employment at any point in the future if I am hired. I authorize the verification of any or all information listed above.

Signature _____ Date _____