

**Weymouth Public Schools
Job Description**

Position Title:	Labor Foreman	Grade Level:	
Department	School Maintenance Department	Date:	
Reports to:	Maintenance Supervisor	FLSA Status	Non-Exempt

Supervision Required: Employee works under the general supervision of the Supervisor of Buildings and Grounds. The employee is familiar with the work routine and uses initiative in carrying out recurring assignments independently with specific instruction. The supervisor provides additional, specific instruction for new, difficult or unusual assignments, including suggested work methods. The employee is expected to recognize instances which are out of the ordinary and which do not fall within existing instructions; the employee is then expected to seek advice and further instructions. Reviews and checks of the employee's work are applied to an extent sufficient to keep the supervisor aware of progress, and to insure that completed work and methods used are technically accurate and that instructions are being followed.

Supervisory Responsibility: Employee, as a regular part of the job, is required to lead other employees to assist them in completing their assigned work. Employee also performs non-supervisory work that is of the same kind and level as is done by the employee(s) being supervised. The employee is not responsible for taking any disciplinary action nor is the employee involved in the hiring process. Employee serves as a work leader for Labor & Maintenance Equipment Operator(s) and the numbers of employees supervised does vary significantly during the course of the year, i.e. season summer workers.

Confidentiality: Employee does not have regular access to confidential information, in accordance with the State Public Records law.

Accountability: Consequences of errors or poor judgment may include missed deadlines, adverse public relations, monetary loss, labor/material costs, personal injury, and danger to public health/safety.

Judgment: Numerous standardized practices, procedures, or general instructions govern the work and in some cases, may require additional interpretation. Judgment is needed to locate, select and apply the most pertinent practice, procedure, regulation or guideline.

Complexity: The work consists of a variety of duties which generally follow standardized practices, procedures, regulations or guidelines. The sequence of work and/or the procedures followed vary according to the nature of the transaction and/or the information involved, or sought, in a particular situation.

Work Environment: Working conditions involve the continuous presence of unpleasant or irritating elements from exposure to intermittent machine or related noise or a combination of unpleasant elements such as odors, chemical fumes, dust, smoke, heat, traffic, cold, oil, dirt or

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grease. Work is often performed outdoors with exposure to the elements and under adverse weather conditions. Work may involve occasional work at heights or in confined or cramped quarters, or work around machinery and its moving parts. Work may also involve completing several unrelated tasks within a relatively short period of time. The employee is required to work beyond normal business hours on a 24/7 basis in response to man-made or natural disasters or emergencies.

Nature and Purpose of Public Contact: Relationships are primarily with co-workers and the public involving frequent explanation, discussion or interpretation of practices, procedures, regulations or guidelines in order to render service, plan or coordinate work efforts, or resolve operating problems. Other regular contacts are with service recipients and employees of outside organizations such as vendors, banks and/or developers/ contractors. More than ordinary courtesy, tact and diplomacy may be required to resolve complaints or deal with disgruntled, uncooperative, or uninformed persons.

Occupational Risk: Essential functions regularly present potential risk of injury to the employee that could result in loss of time from work, permanent disability or loss of life. Examples of injury include severe muscular strains from working with heavy department equipment or materials. Special safety precautions, training, or protective clothing such as gloves, glasses, hard hats or safety boots is required at all times.

Essential Functions:

The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

1. Responsible for overseeing and supporting work crews assigned to maintain grounds. Includes assessing personnel needs and scheduling and assigning crews to perform duties as deemed appropriate.
2. Participates and oversees crews in mowing lawns, preparing sports fields, removing debris, trimming trees and bushes, and related duties.
3. Assists in snow removal operations. Includes plowing school yards, salting school yards, snow blowing and shoveling.
4. Responds to inquiries or concerns from employees and coordinates with supervisor as needed.
5. Operates vehicles, tools and equipment as needed to perform position duties such as tree trimming, pruning, brush cutting, retrieving and disposing of materials, and other related duties.
6. Assists in other WPS Maintenance duties including road work maintenance, drainage projects.

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Recommended Minimum Qualifications:

Education and Experience: Must have a high school diploma and three to five (3-5) years of prior work experience preferably in public works operations; or an equivalent combination of education and experience.

Special Requirements: A candidate for this position must have a Class D Massachusetts Driver's license and Class 2B(backhoe/loader) and hoisting licenses.

Knowledge, Abilities and Skill

Knowledge: Knowledge of operations and use of the equipment, vehicles and tools used to perform assigned work.

Abilities: Ability to prioritize and assign work to work crews, perform work independently or as part of a crew, and to adhere to safety precautions and work deadlines. Ability to perform work under adverse weather conditions. Ability to establish and to maintain an effective working relationship with co-workers and other town employees.

Skills: Strong leadership and interpersonal skills, and proficient written and oral communication skills.

Physical and Mental Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the position's essential functions.

Physical Demands: Work requires moderate intermittent physical strength and effort daily, such as, lifting heavy objects, carrying the object(s) and stacking them or placing them in a vehicle or storage area. In addition, pulling, pushing, standing or walking for the full work day may also be involved. A great deal of physical effort must be exerted at this level. Travel, particularly during adverse weather conditions and troublesome road conditions and at times during the evening, is required.

Motor Skills: Duties may involve assignments requiring application of hand and eye coordination with finger dexterity and motor coordination. Examples may include using power tools, operating department equipment, driving a truck, or climbing a ladder.

Visual Demands: Visual demands require the employee to frequently read and interpret documents for general understanding.