



TOWN OF
Littleton
NEW HAMPSHIRE

Operations Foreman/ Highway Department Town of Littleton New Hampshire

The Town of Littleton New Hampshire has an anticipated opening for the Operations Foreman for the Highway Department. This position reports to the Director of Public Works and then in the absence of the Director of Public Works the Operations Foreman would report to the Town Manager. This is a full-time benefited position within the AFSCME Union.

Duties:

Under the leadership of the Director of Public Works, manages and oversees the work of the department's operations to achieve goals within available resources; plans and organizes work loads and staff assignments; coordinates with the working supervisor to distribute daily assignments. (Administrative requirements as directed by department director).

*This position responds to citizen inquiries and complaints relative to operations and services of the department; directs equipment and manpower to resolve problems as is feasible and within the scope of the town's responsibilities.

*Works with the director in preparing annual operating and capital budgets for all functions of the department.

*Coordinates with Grafton County and to oversee the dispatch of all on-call workers.

*Has the necessary skills, training and a CDL-B commercial license to operate all department equipment including dump trucks, loaders, backhoes and the basic tools used in this department.

*Able to assess, direct and perform necessary maintenance on all equipment, vehicles and light machinery including the tools to carry out all maintenance needs for the department.

*Operations Foreman works by example pitching in with ongoing assignments from laying pipe to mowing grass to repairing gas and diesel-powered equipment as needed. Understands written and oral instructions.

*Operates vehicles in such a manner as to maintain the mechanical and structural integrity of assigned vehicles and in compliance with all laws, ordinances, policies and procedure at all times.

*Follows FMCSA regulations including required random testing for CDL-B drivers as per policy and law.

*Follows the safety requirements of the department that are conducive for employee safety including OSHA/ NHDOS policies.

*Must be available 24 hours per day to meet the emergency situations as required by the AFSCME Union Contract.

*Must possess strong leadership abilities in order to effectively utilize the departments staff of dedicated professionals.

Salary Range: \$55,500.00 to \$67,500.00 depending on experience and background.

Please send all resumes and or applications to: Town of Littleton NH; 125 Main Street, Suite 200; Littleton NH 03561. Send all correspondence to the attention of Human Resources or email with subject line "Operations Foreman DPW" to: mcross@townoflittleton.org. **Last day to apply is May 1, 2024.**

The Town of Littleton New Hampshire is an EOE.