



## MAINE TURNPIKE AUTHORITY Job Description

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**Job Title:** Highway Maintenance Foreman  
**Department:** Highway Maintenance  
**Reports To:** Highway Division Supervisor  
**FLSA Status:** Non-Exempt

### **Summary**

This is supervisory work in directing highway construction and maintenance crews engaged in reconstruction, winter maintenance operations, and other maintenance work on the Turnpike. Employees may be called upon to work anywhere on the turnpike. Work involves the supervision of one or more maintenance crews using various tools, highway equipment, and performing manual labor. Employees in this classification arrange, instruct, supervise, and report on routine maintenance activities and work under the direction of a Highway Division Supervisor.

A Highway Maintenance Foreman is:

- A champion for safety of employees and the traveling public.
- A steward of the roadway and its travelers.
- A winter snow and ice expert utilizing all tools at their disposal for winter maintenance.

### **Essential Duties and Responsibilities**

The duties listed cover the principle duties of the position and are not all-inclusive.

- Manages an assigned area for maintenance needs, including but not limited to inspection and supervision of repairs to bridges, roadway, guardrail, drainage systems, and other projects, and the associated required traffic control for those projects on the highway.
- Identifies work, plans repairs, reports on work, and directs and evaluates a crew engaged in construction and/or maintenance and winter maintenance activities to include, assignment of tasks and equipment; inspection of quality of materials used. Prepares reports on these activities using assigned technology (Compu Spread, PCTimesheets, RWIS Data, and other applications).
- Directs and evaluates equipment operators and performance of their work, including setting temporary grade stakes.
- Directs the activity of maintenance crews in other areas of the Turnpike as deemed necessary by a superior within the Highway Maintenance Department.
- Directs a crew applying pavement markings, assists in determining proper markings on each highway, lays out work to be done, schedules delivery and storage of paint, checks use and care of striping machines.
- Works with other employees of this classification in coordinating maintenance activities. Actively participates in Foreman's meetings, sharing ideas and solving issues as a group.
- Plans, organizes, and directs the acquisition, storage, use, and proper disposal of maintenance materials.
- Monitors all activities within the department for safe and efficient performance. Ensures all activities are performed consistent with guidelines contained within the Authority's Safety Manual; Reads, instructs and relays information found in the Hazardous Communications Program (Safety Data Sheet – SDS program) on an as needed basis; and coordinates all safety related training with MTA's Training Coordinator and Safety Coordinator.

- Monitors activities within the department to comply with local, state and federal environmental laws and regulations. Coordinates environmental related training requirements with the Training Coordinator and Environmental Services Coordinator.
- Completes time sheets, work progress reports, and other reports that may be necessary. Paper copies may be maintained, but the expectation is for all work to be computer generated.
- Performs related work as required.

### **Supervisory Responsibilities**

Responsible for the safety, overall direction, coordination, and evaluation of Highway Maintenance employees assigned to one of the seven maintenance facilities. Directly supervises up to 20 employees in accordance with Maine Turnpike Authority's policies, procedures, and practices.

Supervisory responsibilities include instructing/orienting and directing employees in the proper operation of vehicles and equipment, and written, verbal, and radio communications. Assigns, directs, and monitors employee performance to ensure operational needs are met and to accurately appraise work. Conducts appropriate discipline by counsel and/or oral reprimands if necessary. Addresses and documents all concerns and complaints and forwards information to the Highway Division Supervisor and Director of Highway Maintenance.

Lays out, assigns, supervises, inspects, and reports on the work of Highway Maintenance employees engaged in maintenance work on the Turnpike and ensures work is done correctly and in a timely fashion.

Prepares and administers employee evaluations and related paperwork.

### **Required Knowledge, Skills and Abilities**

**Must live within thirty (30) minutes normal driving time to the assigned maintenance facility.**

Solid personal computer skills and knowledge of various software including Microsoft Word, Excel, and Outlook.

Solid personal communication device skills and knowledge of various applications (weather, email, text, etc.).

Thorough knowledge of methods, tools and equipment used in the maintenance of the Turnpike, including a working knowledge of proper traffic control methods and ability to direct employees in placing and setting appropriate traffic control devices in a safe and efficient manner, as set forth by the Traffic Control Plans, MTA Lane Closure Guidance, and the MUTCD.

Considerable knowledge and experience with all phases of maintenance activities. Considerable ability to lead, organize, direct and supervise crews of skilled and/or unskilled workers in the execution of various maintenance activities in accordance with the guidelines contained within the Authority's Safety Manual.

Thorough knowledge and enforcement of rules and regulations of the Authority. Considerable knowledge of the characteristics of the Turnpike and of the precautions necessary for safety of personnel and the public. An understanding of the Authority's Traffic Control plans and notes developed by Authority engineers and consultant engineers, and ability to utilize these plans in implementing safe and appropriate work zones.

Strong customer service skills and demonstrated ability to work well with both internal and external customers, employees, contractors, and the public.

Ability to read and effectively interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports. Ability to speak effectively and deal effectively with MTA staff and management.

Ability to perform mathematical functions necessary for the successful completion of various reports and projects, such as, but not limited to, time sheets, quantity estimates, installation of appurtenances, etc.

Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form and ability to read and interpret simple plans and drawings. Ability to adapt to specific needs as they arise to avoid problems and unnecessary delays.

Ability to direct and supervise several crews conducting maintenance activities that may generate or manage hazardous waste and comply with all local, state and federal hazardous waste laws and regulations.

Previous safety training in the usage of ladders and scaffolding, fall protection, personal protective equipment, lockout-tagout procedures, power tools, respiratory protection, lifting and rigging, confined space entry, Hazcom, and vehicle safety.

Knowledge and familiarity with current MTA environmental guidelines (to include hazardous waste management).

### **Education and/or Experience**

High school diploma or General Education Degree (GED) required.

Supervisory experience in a construction or maintenance crew or experience as a lead worker.

Basic environmental training, including hazardous waste management.

Extensive previous training in work zone safety and chapter 6 of the manual of uniform traffic control devices and ability to receive further training and supervisory certification in work zone safety.

### **Certificates, Licenses and Registrations**

Must hold a valid Class A or B Commercial Driver's License (CDL).

Training and license in the operation of a fork truck, staging truck, and/or bucket truck is preferred.

### **Special Requirements**

Protective Footwear such as heavy leather boots with minimum of (6) inches in height that meets the ANSI-Z 41 standard, shall be worn by an employee in this job classification. Shoes, sneakers, or any other type of footwear are not acceptable.

Must pass a Pulmonary Function Test and be medically approved to wear a respirator.

Must be clean shaven for proper fitting of a respirator when fit tested and when duties require.

Must possess the ability to be trained as a "Competent Person" for excavation.

Must be trained, or have ability to be trained (as competent person), in hazardous waste management within 6 months of taking this classification and receive annual refresher training.

### **Physical Demands**

While performing the duties of this job, the employee is regularly required to walk, sit and use hands; may occasionally lift and/or move up to 75 pounds; and is regularly required to drive an Authority vehicle, including a dump/plow truck. Driving may include long hours, and will be during days, evenings and overnights occasionally under emergency and adverse weather and road conditions. Specific vision abilities required by this job include close vision, distance vision, and ability to adjust focus.

### **Pay Range**

Supervisor's Unit, Range 17

### **Working Hours**

As assigned. Must be available for callout at times other than the standard workday.

### **Work Environment**

The following work environment characteristics are representative of those an employee encounters while performing essential functions of this job. The employee is frequently exposed to wet and/or humid conditions, moving mechanical parts, vehicular traffic, fumes or airborne particles, outside weather conditions and vibration. The employee is exposed to extreme cold and extreme heat. The noise level in the work environment is often loud.

**Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.**