



Job Title: Road Foreman

Department: Highway

Location: Town of Alburgh, VT

Hours: 40/week with possible Overtime

Pay Range: \$28 - \$32 per hour

Position Type: Full-time, Hourly

Position Summary:

The Highway Department Road Foreman (HDRF) is responsible for the management, administration and delivery of all highway programs and services in order to ensure that residents receive effective and appropriate services. The HDRF will ensure that all operations are conducted in a respectful and responsible way, ensuring that all decisions and actions comply with the relevant legislation, policies, OSHA compliance and internal procedures.

Appointment, Supervision and Evaluation:

The Highway Department Road Foreman (HDRF) is responsible for reporting to the Road Commissioner and the Selectboard, the HDRF will oversee all highway work operations.

Responsibilities:

Manage Highway Operations

- Perform inspections of highways, bridges and drainage systems
- Manage the highway maintenance program including snow removal and road maintenance and repair
- Manage and monitor the dust suppression program and road signs
- Maintain fleet/equipment
- Aware of current road conditions and coordinates and assigns staff duties as necessary
- Assess and determine schedules and calls outs for emergency road conditions and agency assistance as needed

Staff Supervision

- Evaluate, train and develop staff
- Provide leadership, guidance and counseling to staff
- Promote staff morale and workplace safety
- Assign tasks and ensure schedules are maintained
- Adjust tasks to meet staff capabilities
- Provide opportunities for training
- Ensure workplace safety is practiced
- Supervise staff and delegate responsibilities



Administrative Responsibilities

- Prepare budgets and financial reports; ensure accuracy to stay within budget
- Establish preventative maintenance schedules
- Prepare plans for short-term projects
- Manage all applicable Highway Department projects; keep a daily log
- Attend and participate in Selectboard Meetings as required (no extra pay)
- Prepare beginning activity reports and finalization project reports
- Recommend the purchase of goods and equipment
- Maintain inventories
- Maintain purchasing practices
- Provide reports to government agencies, departments and other organizations as required and/or requested
- Ensure personnel records and any other applicable records are maintained (fuel log, time sheets, training certificates, etc.)
- Perform other duties as assigned

Desired Qualifications, Abilities and Skills:

- Applicants must have a current valid Commercial Driver's License (CDL) Class B held a minimum of 5 years or more.
- The HDRF will be lifting, pulling and managing heavy equipment and objects. Work may require HDRF to lift 50lbs or more.
- The HDRF will work in all weather and must be prepared for extreme weather/temperatures.
- Ability to operate heavy machinery. (trucks, grader, backhoe, loader, tractors, etc.)
- Three years' experience in local government, or equivalent experience in business preferred.
- Must be able to pass a pre-employment drug test and understand that the position also includes random drug and alcohol testing.
- A combination of relevant experience and qualifications may be acceptable as determined by the Selectboard.
- Knowledge of municipal finance, accounting and budgeting.
- Knowledge of state and federal laws and regulations affecting municipal governments.
- Ability to interact positively with local citizens, the media, other town officials and employees.
- Ability to work effectively with local, regional and state agencies and officials, local businesses and non-profit organizations.
- Commitment to the Town's goals and objectives as determined by its Voters, Selectboard, Commissions and Committees.



- Ability to communicate effectively, both orally and in writing. Computer skills, particularly word processing, Outlook 360 and database management.
- Ability to think creatively and analytically, to evaluate alternative solutions to a given problem and offer objective recommendations.
- Ability to exhibit initiative, leadership and judgment in the administration of all affairs placed in their charge.
- Ability to coordinate, direct and supervise staff as assigned by the Selectboard and/or Road Commissioner.
- Ability to keep accurate, organized records.
- Ability to work independently without direct supervision.
- Ability to manage confidential information in a professional and legal manner.
- Maintain a positive attitude and the ability and willingness to collaborate as part of a team.

Benefits

- Vermont Municipal Employee Retirement Services VMERS (Group B)
- Medical, Dental, and Vision Insurance – 100% employer sponsored MVP Platinum Plan
- Paid Time Off
- Paid Holidays
- Uniforms
- Four-Day Work Week

Work Environment:

- 40-hour work week, requiring flexible schedule that may include nights, weekends and holidays, particularly in the winter/plow season.
- Primarily a hands-on, outdoor position with varying seasonal demands. With occasional travel for meetings with local, state, and federal partners on behalf of the Town of Alburgh.
- As the HDRF is handling potentially dangerous materials they must ensure that all activities are completed in a safe and efficient way to eliminate the possibility of contamination and infection of themselves or others. The HDRF must take necessary precautions to protect eyes, nose and skin from irritation and infection.
- The HDRF will have to work in all weather and must be prepared for both extreme hot and cold conditions.
- The HDRF has a physically strenuous and demanding job.
- The HDRF must handle a number of contracts and supervise several staff simultaneously.
- The HDRF must also meet tight deadlines.



The above statements are intended to describe the general nature and level of work being performed by the Highway Department Road Foreman. They are not intended to be an exhaustive list of all responsibilities and activities required of the position.

Compensation:

- Pay Range: \$28 - \$32 per hour dependent on experience and qualifications

To apply send a cover letter, resume and Town of Alburgh application to acostello@alburghvt.org Position will remain open until filled.

Posting Date: 08/18/2026