



## Legislation Text

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File #: 22-677, Version: 1

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### JOB DESCRIPTION

**Motion/Request:**

MOTION to approve a proposed updated Maintenance Foreman job description as contained in the draft dated July 7, 2022.

**Background:**

To update the job description with current requirements. No impact on salary.

Attached for reference is the 1985 job description along with the new draft.

Proposed Job Description

**TOWN OF LEDYARD**  
**MAINTENANCE FOREMAN**

NATURE OF WORK:

Plans, manages, tracks, supervises, and performs repairs and maintenance of trucks, tractors, road machinery and other motor driven and mechanical equipment. Performs other related work as required.

SUPERVISION RECEIVED:

Works under the direction and supervision of the Highway Superintendent and/or Director of Public Works.

SUPERVISION EXERCISED:

Supervises Mechanics and other personnel as assigned by the Highway Superintendent and/or Director of Public Works.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS:

Plans and coordinates vehicle and equipment maintenance.

Participates in the evaluation of Town fleet needs.

Acquires proposals for vehicle/equipment replacement, refurbishment, and maintenance and assesses these in collaboration with the Highway Superintendent and/or Director of Public Works.

Provides for the purchase and delivery of parts, accessories and materials used in the maintenance of Town vehicles.

Maintains accurate service records for all Town vehicles.

Repair and maintenance of automobiles, trucks, heavy equipment, light equipment, snowplows, hoists,

spreaders, scrapers, cranes, sprayers, tractors, and other machinery.

Provides preventive maintenance and service work for Town vehicles.

Directs/manages the repair of damaged Town vehicle bodies and chassis.

Operates motor vehicles - drive trucks and snowplows; operate chain saws and other small power equipment.

Ability to establish and maintain effective and courteous working relationships with Town Officials, public officials, the general public, other departments and agencies, and co-workers.

Regular attendance is a requirement of this position.

**\*\*\*\*\*The duties listed above are intended only as illustrations of the various types 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.\*\*\*\*\***

#### QUALIFICATIONS PROFILE:

Minimum of four (4) years of increasingly responsible experience in the maintenance and repair of all types of light and heavy gas and diesel automotive and other equipment, OR IN LIEU THEREOF, an equivalent combination of experience and training totaling four (4) years with at least one (1) year experience as a foreman or supervisor or both.

Ability to carry out assigned projects to their completion.

Ability to work independently in a responsible manner utilizing independent judgment.

Experience driving commercial trucks and motor vehicles and operating special motorized equipment.

Ability to operate vehicles requiring a CDL license.

Substantial understanding of the mechanical operations of Town vehicles and equipment.

Substantial knowledge of the equipment, materials, methods, and techniques used in a municipal fleet maintenance service operations.

Knowledge of the hazards and safety precautions associated with a municipal fleet maintenance service operations.

Ability to use and supervise the use of “tools of the trade,” including but not limited to welders, lathe, drill press, grinder, and general machine shop equipment.

Ability to prepare and administer budgets.

Ability to use computer resources for research, purchasing, and other tasks.

Ability to read and write English and to comprehend procedures, policies, documents, and directives that are necessary to the safe performance of the job.

Ability to follow both written and oral instructions and to organize and express thoughts and ideas, both orally and through written communication.

#### ADDITIONAL REQUIREMENTS:

Physical and psychological examinations, as may be required during employment. Drug and alcohol screening will be required.

Criminal background and driving record checks are required prior to employment.

Means of transportation and communications.

PHYSICAL DEMANDS:

Considerable physical strength and stamina.

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 essential functions.

While performing the duties of this job, the employee is constantly required to: talk; hear; speak; stand; walk, bend; twist; balance, stoop or crouch; sit; climb stairs to various levels; use hands, fingers wrist for repetitive motion; handle/feel objects; reach; drive; get in and out of vehicles; tolerate exposure to weather and environmental allergens. The employee must regularly lift and/or move up to 25 pounds and may be required to occasionally lift and/or move up to 100 pounds. Continuous visual acuity including close vision and the ability to adjust focus and normal audio ability.

While performing the duties of this job, the employee works in outside weather conditions as well as various inside environments. The employee frequently works near moving mechanical parts; in precarious places; and is exposed to wet and/or humid conditions, fumes, extreme cold, and extreme heat.

The employee must be free from mental and/or physical disorders which would interfere with performance of duties as described and have the ability to maintain his/her composure with the public and co-workers in everyday, stressful, and emergency situations. Employee may occasionally have to function in situations where subjected to aggressive physical and/or verbal behavior.

**\*\*\*\*\*This job description does not constitute an employment agreement or contract between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.\*\*\*\*\***

LICENSE OR CERTIFICATE:

Must possess and maintain valid Class A Connecticut Commercial Driver's License.

The following is required:

- Air brake certification

The following are preferred:

- Welding training/certification
- Diesel engine repair training/certification
- Hydraulic repair training/certification

The following are desirable:

- Trade school diploma in automotive repair
- ASE or equivalent from dealer or factory

Adopted by Ledyard Town Council \_\_\_\_\_

\_\_\_\_\_  
Kevin Dombrowski, Chair

**Human Resources Comment/Recommendation:**  
(type text here)

**Financial Information:**  
(type text here)

**Mayor Comment/Recommendation:**  
(type text here)

**Meeting Action Detail:**

**Town Council Meeting 12/14/2022**

File #: [22677](#) Version: 1

Type: Job Description

Title: MOTION to approve a proposed updated Maintenance Foreman job description as contained in the draft dated July 7, 2022.

Mover: Ingalls      Second: McGrattan

Action: Approved and so Declared

**Minutes Note:**

Moved by Councilor Ingalls, seconded by Councilor Irwin

Discussion: Councilor Ingalls stated the Maintenance Foreman job description was updated to reflect the current duties of the position

8 - 0 Approved and so declared

Action: Approved and so Declared

**Administration Committee Meeting 11/09//2022**

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Type: Job Description

Title: MOTION to approve a proposed updated Maintenance Foreman job description as contained in the draft dated July 7, 2022.

Mover: McGrattan                      Seconder: Irwin

Action: Recommend to Approve

**Minute Note:**

Moved by Councilor McGrattan, seconded by Councilor Irwin

Discussion: Councilor Irwin noted that the Mechanic Job Description was being updated to reflect the current duties, responsibilities, and certifications required for the position.

Councilor McGrattan noted the skills and education requirements and she questioned whether the town was going to be able to find candidates who have the needed requirements; or whether the Public Works Department had anyone qualified on staff that could fill the position. She also questioned what the following language in the *Qualifications Profile* section meant: “*Operate equipment in lower classification*”.

Administrator of Human Resources Don Steinhoff stated they currently did not have anyone on staff with the required certifications that could fill the position. However, he stated that Public Works Director Steve Masalin has assured him that it would not be a problem to find candidates who would meet the requirements of the job. He went on to explain the language contained in the *Qualifications Profile* section was because they were also looking for a person who would also be able to run the mower and other equipment, so if needed they could be assigned to other positions.

VOTE:           2 - 0 Approved and so declared

Action: Recommend to Approve