

WILLIAMSTOWN SELECTBOARD MEETING MINUTES

April 18, 2022

Williamstown Public Safety Building

Present: Chris Wade, Chris Peloquin, Rodney Graham, Clayton Woodworth, and Jasmin Couillard

Call to Order – Meeting called to order 7:00 p.m.

Set the Agenda – Chris W. made motion to accept agenda as written. Chris P. second. So moved. (Rodney opposed)

New Business –

Accept Resignation of Road Foreman – Chris P. made motion to accept Road Foreman's resignation. Chris W. second motion. Approve – Chris P., Chris W., Clayton, Jasmin. Opposed – Rodney. Motion passed.

Advertise for Road Foreman Position – Rodney asked Clayton for clarification based on a comment that he made right after town meeting, stating that with the new board changes were going to made to the Highway Department. Chris P. remarked that this has nothing to do with the discussion of advertising Road Foreman Position.

Chris P. asked that milage for gravel roads and asphalt roads be included in the advertisement. Suggestion that gravel road experience is desired. Also add Class B CDL required and Class A CDL desired, advertise until position filled and pay will be based on experience.

Chris P. made motion to use same advertising avenues as previously used. Chris W. second. So moved.

Selection preference to Hiring Committee for interviews – Chris W. made motion to have Chair of Selectboard, Town Manager and Norwood Southworth as initial interviewing committee and based upon availability any Selectboard member could participate. Chris P. second. So moved.

Once candidates have been interviewed an executive session Selectboard meeting will be warned for final interview process.

Old Business – None

Other Business – Ron Deforge expressed his concern of a notice being posted on Facebook in regard to having his daughter's truck towed if it was not moved as it was parked in the town R.O.W. while highway department was trying to grade Weir Road. Town Manager stated that she had no knowledge of who the truck belonged to and can not run plates for information anymore, so this was the quickest way to get a response. Deforge stated that the town is encroaching on his property with the road, and they have parked all their vehicles there before to stop town from grading "their lawn." Town Manager will be researching the survey on this property to see where the town right of way ends.

Chris P. expressed his concerns with the amount of trash at the duplex on Spider Web Farm Road. He had received complaints from residents of that street of trash blowing onto their property. Town Manage will send the Solid Waste Ordinance and a letter to the owner of the duplex.

Executive Session – Not needed

Adjourn – Chris P. made motion to adjourn at 7:45p.m. Chris W. Second. So moved.

Respectfully Submitted
Jacqueline Higgins



Jasmin Couillard



Rodney Graham



Chris Peloquin



Chris Wade



Clayton Woodworth

Town of Williamstown
Selectboard Emergency Meeting

April 18, 2022

7:00 p.m.

Williamstown Public Safety Building

Agenda

Call meeting to order

Set Agenda

New Business:

Accept Resignation of Road Foreman

Advertise for Road Foreman Position

Selectboard preference to Hiring Committee for
interviews

Old Business:

Other Business:

Executive Session if needed

Adjourn

4/18/22

Sign In Sheet

Ron DeForge

Dave DeLacore

Barbara Graham

TOWN OF WILLIAMSTOWN
ROAD FOREMAN
Job Description

Full-time

Reports To: Town Manager

OBJECTIVE/PURPOSE

Under the direction of the Town Manager this position is a working supervisor role that plans and oversees all municipal highway operations in order to advance the safe and effective functioning of the highway department, including municipal construction projects and maintenance of municipal roads, sidewalks, vehicles, and equipment.

DUTIES AND RESPONSIBILITIES

- Leads and supervises all highway maintenance employees.
 - Plans, schedules, oversees, and implements all highway maintenance activities.
 - Facilitates federally required drug testing requirements for prospective hires and random drug testing of current employees; coordinates scheduling with the “Designated Employer Representative.”
 - Provides frequent, timely, and respectful performance feedback to employees and conducts meaningful employee performance reviews, documented in writing, at least annually.
 - Assist Town Manager annual highway budget for approval by the Selectboard.
 - Assist Town Manager on capital projects and equipment purchases; researches and prepares bidding specifications.
 - Purchases necessary supplies.
 - Regularly updates the Town Manager on the status of roads, municipal projects, equipment and training needs.
 - Works with Town Manager to apply for, obtain, and manage grants, including all necessary documentation and recordkeeping.
 - Ensures continual weather condition monitoring to evaluate the need for snow and ice removal and other weather-related maintenance requirements.
 - Tracks the use of materials, applications rates of sand and salt, vehicle maintenance and related records using electronic or other means.
 - Operates commercial motor vehicles and other related equipment while performing and overseeing the timely and effective maintenance of all municipal roads and rights of way (ROW).
 - Identifies, oversees and performs the timely and effective maintenance and repair of all municipal roads, ROW, and drainage systems.
 - Performs and oversees needed manual work such as: shoveling, sign repair and installation, flagging, trash/debris removal, soil/asphalt compaction and all related work.
 - Performs and oversees routine maintenance (including washing and cleaning) and minor repairs on municipal trucks and equipment, ensuring that regular oil changes, light bulb replacement, lubrication, tire inflation and other needed maintenance take place to preserve vehicle longevity and ensure safe operation.
 - Performs periodic safety inspections of municipal vehicles including: brake system, tires
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windshield and wipers, hoses, fluids, tie rods, ball and socket joints, lights, turn signals, etc. to ensure all are in proper operating condition.

- Oversees a neat and orderly storage and work space.
- Ensures staff participation in all safety training offered/sponsored by the municipality, Vermont Local Roads and the State of Vermont.
- Sets example for employees by following safety precautions and procedures at all times, including wearing personal protective equipment (PPE).
- Ensures that all interactions with colleagues, municipal officials and the public are friendly, courteous and helpful.
- Ensures effective response to requests and concerns expressed by the public.
- Assist Town Manager with all recordkeeping requirements including: employee timesheets, work logs, vehicle logs, purchase orders and all first reports of injury within 72 hours.
- Complies with all municipal policies and state and federal regulations.
- Performs other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES

- Ability to demonstrate effective supervisory skills including the ability to provide timely constructive feedback.
- At least 7 years of relevant work-related experience is desired.
- Must demonstrate excellent judgment, decision making, customer service, and communication skills.
- Must be able to operate municipal trucks while seated for long periods of time.
- Must be able to drive plow truck while working plow controls.
- Requires considerable knowledge of maintenance and repair procedures required for safe equipment operation.
- Requires strong knowledge of safety practices required for gravel pit operations, in accordance with the Mine Safety and Health Administration (MSHA).
- Requires awareness of safe excavation and trenching practices.
- Must anticipate, recognize, communicate and respond to maintenance and repair needs to prevent problems with safety, malfunction or the greater cost of postponed repairs.
- Must demonstrate good judgment and quick reaction time to prevent accidents and respond appropriately in the event of an emergency.
- Must have good peripheral vision, spatial orientation and depth perception for safe driving and equipment operation and accident avoidance.
- Must have ability to withstand exposure to varying weather conditions while exerting physical effort for long shifts.
- Must have ability to climb up and down ladders, limb into and out of large vehicles and heavy equipment safely.
- Must have ability to stand and work over uneven or slippery terrain is required;
- Must have ability to bend/crouch.
- Must be able to read, comprehend and follow written and verbal directions and instructions.
- Must maintain strong safety awareness, problem solving and critical thinking skills.
- Must have ability to maintain composure and interact tactfully with people.
- Must be willing to engage in all required safety and other appropriate training. • Must be

EDUCATION AND TRAINING

- High school diploma or equivalent experience required;
- Valid driver's license and clean driving record are required;
- Must be able to obtain a tank endorsement with no restrictions for a Valid Commercial Driver's License (CDL) Level B;
- OSHA 10-hour or 30-hour certification desired.

TOOLS/TECHNOLOGY

- Must safely operate machinery and equipment including but not limited to: plow truck, dump truck, loader, grader, excavator, tractor, roadside mower, chipper, power, etc;
- Must safely use hand tools and power tools such as jack hammer and chain saw;
- Must demonstrate computer literacy that includes: email, data entry, basic spreadsheet work, computerized timekeeping, online training, internet searches, etc.

PHYSICAL AND MENTAL DEMANDS

- Must be able to communicate clearly.
- Must be able to evaluate and solve problems.
- Frequently and repeatedly lifts or moves up to 50 pounds and occasionally lift or move up to 75 pounds.
- Dexterity and visual acuity needed to safely drive and operate manual and power tools.
- Drives a municipal vehicle for prolonged periods of time that include darkness and challenging weather conditions.
- Must be able to go from sedentary driving position to several hours of manual labor and vice versa.
- Physical demands include: constant reaching, frequent walking, prolonged sitting, prolonged standing, frequent climbing up and down, and frequent grasping.
- Must have good vision (with or without corrective lenses), peripheral vision, spatial orientation, and depth perception.
- Must be able to respond immediately to vehicle horns and voice communication.
- Must adhere to all federal drug and alcohol testing requirements for drivers of Commercial Motor Vehicles.
- Must be able to pass a pre-employment drug screen.

WORK ENVIRONMENT/CONDITIONS

- Most work occurs in trucks, outdoors on municipal roads, or in municipal garage.
 - Frequent overtime is required during winter months, with highly variable work schedules, including nights and weekends.
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- Exposure to rain, snow, ice, heat, cold, and other extreme weather conditions for long periods.
- Exposure to biting insects, plants, and other wildlife.
- Exposure to moving mechanical parts, roadside danger, loud noise, and vibration.
- Walking/movement occurs over uneven or slippery ground, hillsides, ditches, brooks, etc.
- Weekend and night on-call hours required during winter season.

DISCLAIMERS

- The above information is intended to describe the general nature of this position and is not to be considered a comprehensive statement of duties, activities, responsibilities, and requirements. Additional duties, activities, responsibilities, and requirements may be assigned, with or without notice, at any time.
- This job description is not an employment contract nor is it a promise of work for any specific length of time.
- Employment subject to a criminal background check.

EQUAL EMPLOYMENT OPPORTUNITY

The Town of Williamstown is an Equal Employment Opportunity employer.

SIGNATURES

Employee Acknowledgement

I have received and understand the requirements, essential functions and duties of this position.

_____ Date

Employee Signature

Supervisor Approval

_____ Date

Supervisor Signature

Selectboard Approval

_____ Date

Selectboard Chair Signature
