

Town of Pomfret
5218 Pomfret Road
No Pomfret, VT. 05053

APPLICATION FOR EMPLOYMENT ROAD FOREMAN

Date of Application _____

Name _____ **Date of Birth:** __ / __ / __ **Social Security #** _____

Street Address _____ **Phone #** _____ **Cell Ph #** _____

Town/State/Zip Code _____

EMAIL ADDRESS _____

Highest Level of Education _____ **Date Graduated** _____

CDL License # _____ **Expiration Date** _____ **Restrictions** _____

Driver's License # _____ **Expiration Date** _____ **Restrictions** _____

Driver Experience				
	YES	NO	Year's Experience	License Endorsments
Class A				
Class B				
Class C				
Grader				
Loader				
Excavator				
Back Hoe				

ROAD FOREMAN JOB DESCRIPTION

Summary of Duties and Responsibilities

The Road Foreman serves as the working supervisor of the Town of Pomfret Road Crew, carrying out a variety of road and Town maintenance related tasks. This person is responsible for the daily operations of the Town Highway Department. This position requires experience in personnel management, road and bridge construction and maintenance, mechanical ability, record keeping, computer experience, and communication skills. The position is full-time, requiring a flexible schedule which may include nights, weekends, and holidays. The Road Foreman reports to the Road Commissioner or the Selectboard in their absence and may be need to attend Selectboard meetings on the Road Commissioner's behalf. (1st and 3rd Wednesday, 7 pm, at Town Offices). As with any Road Crew position it is imperative to be available during winter maintenance season with little or no notice 24 hrs. a day 7 days a week for winter operations.

Supervisory Responsibilities

The Road Foreman's supervisory duties shall include, but not be limited to, the following:

- Plans, assigns, directs, and supervises the road crew
- Makes assignments to best utilize workers on a daily basis
- Monitors department operations and responds to problems on a daily basis, including complaints by the public
- Determines materials and equipment required to complete jobs
- Purchases supplies and arranges for repairs, under direction of the Road Commissioner
- Complies with all Town personnel policies, and State and Federal regulations
- Instructs Town Road Crew in proper safety procedures and monitors same
- Complies with Federal CDL drug testing requirements
- Performs other work as deemed necessary by the Road Commissioner
- Works with the Road Commissioner to develop a monthly work plan
- Maintain a winter on call rotating schedule of all road crew employees
- Adhere to the Town of Pomfret Personnel Policy and hold those you are responsible for accountable to the policy.

Supervision

The Road Foreman works under the supervision of the Road Commissioner. The Road Foreman may be required to attend Selectboard Meetings from time to time in the absence of the Road Commissioner

Skill Requirements

- Knowledge and ability to operate the Town Road equipment, including but not limited to skill in handling controls for starting, stopping, driving, and backing the Town vehicles, skill in judging overhead and side clearances, turning radius, braking distances, and backing clearance

- Knowledge and application of safety rules and regulations for the operation of heavy equipment including: safe lifting heights, practice, loading, and load securing techniques, and dumping safety. Application of these rules is required at all times, on the public way, and also in remote situations. Knowledge and application of the techniques and practice for safe heavy equipment.
- Knowledge of the principles, practices, and techniques associated with the maintenance and repair of gravel and surfaced roads.
- The initiative and mechanical ability to accomplish minor repairs, adjustments and other maintenance tasks on Town vehicles and equipment.
- Ability to communicate well and interface with the general public in a professional manner
- Ability to cooperate effectively with fellow workers and supervisors and guide and direct others
- Ability to use or willingness to learn standard office computer programs such as word processing, spreadsheets, and email.

Physical Requirements

The normal physical requirements including the ability and dexterity to reach, bend, turn, move hands, arms, feet, and legs to operate the hand and foot controls standard and maintenance vehicles. Normal, or correctable to normal, vision, and hearing is required for the safe operation of equipment. The strength and endurance to repeatedly lift heavy (50+ lbs) objects, pull and tug objects, dig, chop, and use other hand tools, and perform other strenuous activities is required. The strength and endurance to perform effectively over long hours and in adverse weather conditions is required.

CDL License: Maintaining current and valid Vermont Commercial Driver's License (CDL) is required.

Education: High School Diploma, GED, or similar equivalent education is required.

Terms of Employment

This is a full-time position. Overtime is required, especially during adverse weather conditions, as necessary to keep the Town roads serviceable.

The Road Foreman will be hired by the Selectboard after interviews and reference checks and consultation from the Road Commissioner. Terms of employment, compensation, and benefits will be set by the Selectboard. A six-month probationary period will be a condition of employment. The Road Foreman will pass a mandatory Federal CDL drug test prior to the start of work in compliance with requirements of the Vermont League of Cities and Towns, and will be subject to random Federal CDL drug testing during his/her employment.

Evaluations

Annual evaluations detailing the performance of the Road Foreman will be performed by the Road Commissioner and reviewed by the Selectboard, during which time the Foreman will be afforded an opportunity to respond to the evaluation.

Training

The Road Foreman is required to complete required ICS classes within the six-month probationary period and complete at least 6-hours of other training annually.

Compensation and Benefits

Salary and benefit package will be negotiated with the Selectboard annually and will be based on satisfactory job performance and the current personnel policy

Employment History

1.	Company		Supervisor
	Address		
			Phone #
	Dates of Employment	Hourly Wage	Type of Work Done
2.	Company		Supervisor
	Address		
			Phone #
	Dates of Employment	Hourly Wage	Type of Work Done
3.	Company		Supervisor
	Address		
			Phone #
	Dates of Employment	Hourly Wage	Type of Work Done
	Note: Supervisors may be contacted for References		
	Other References in addition to past Supervisors		
	Name & Address		Phone Number
1.			
2.			
3.			

Driving History and Vermont DMV Record Request.
Fill out attached VG-116 form and the below 3 year history.

ACCIDENT HISTORY FOR PREVIOUS 3 YEARS

Date of Accident	Nature of Accident	Fatalities or Person Injuries

MOTOR VEHICLE VIOLATIONS (OTHER THAN PARKING) FOR PREVIOUS 3 YEARS

DATE OF CONVICTION	OFFENSE

Note: Background information provided is subject to confirmation



All applicable sections of this form (front and back) must be completed to obtain the requested information. Make a check or money order payable (in U.S. funds) to the Vermont Department of Motor Vehicles.

All requests must include proof of identification (i.e., a copy of your state-issued ID). For a driver record other than your own, include documentation proving you are authorized to obtain the requested information.

Signature required on back of form.

Requester Name		DBA/Company Name		Nature of Business	
Mailing Address			City	State	Zip
Mail to (if different than above)			City	State	Zip
Telephone	Email				

Documents Requested (select all that apply):

- | | |
|---|---|
| <input type="checkbox"/> Certified Copy of 3-year operating record (VT only) – \$17.00 | <input type="checkbox"/> Certified Copy of vessel, snowmobile, or ATV title search – \$13.00 |
| <input type="checkbox"/> Certified Copy of complete operating record (VT only) – \$24.00 | <input type="checkbox"/> Insurance information of crash – \$10.00 |
| <input type="checkbox"/> Certified Copy of police crash report – \$22.00 | <input type="checkbox"/> List of registered dealers, transporters, periodic inspection stations, rental vehicle companies, fuel dealers, and distributors (including gallons sold or delivered - \$10.00 per page |
| <input type="checkbox"/> Certified Copy of individual crash report – \$15.00 | <input type="checkbox"/> List of 1 - 4 current or expired driver's license – \$10.00 |
| <input type="checkbox"/> Certified Copy of current or original registration application – \$10.00 | <input type="checkbox"/> List of 1 - 4 current or expired registrations – \$10.00 |
| <input type="checkbox"/> Certified Copy of expired driver's license application – \$10.00 | <input type="checkbox"/> Periodic inspection sticker record – \$10.00 |
| <input type="checkbox"/> Certified Copy of reinstatement notice – \$10.00 | <input type="checkbox"/> Statistics and research – \$51.00 per hour |
| <input type="checkbox"/> Certified Copy of suspension notice – \$10.00 | |
| <input type="checkbox"/> Certified Copy of vehicle title search, title info, and lien info – \$27.00 | |
| <input type="checkbox"/> Other – Provide a detailed explanation. All other forms of information requested provided will be at a minimum of \$10.00 per page | |

Information requested concerning (complete as much information as possible):

VIN:		Vehicle Make:	Vehicle Year:	VT License Plate:	Expiration Date:	
Name:		VT License Number:	Date of Birth:	Social Security Number:		
Date(s) you want covered, if applicable (does not apply to driving records).						
Month:	Day:	Year:	Through	Month:	Day:	Year:
The specific information requested:						
Detailed explanation of intended use (attach additional sheet if necessary):						

Documents identifying the requestor are required for all requests. You must include copies of your state issued identification and documentation that you are authorized to obtain the requested information. If you are unsure of what documents are required, please call 802.828.2000.

The information requested may be disclosed if authorized by the Driver Privacy Protection Act. Information being requested is **(initial appropriate category below)**:

1. For use by any government agency, including any court or law enforcement agency, in carrying out its functions, or any private person acting on behalf of a government agency in carrying out its functions. (18 U.S.C. §2721(b)(1))
2. For use in connection with matters of motor vehicles or driver safety and theft; motor vehicle emissions; motor vehicle product alterations, recalls, or advisories; performance monitoring of motor vehicles, motor vehicle parts, and dealers; motor vehicle market research activities, including survey research; and removal of non-owner records from the original owner records of motor vehicle manufacturers. (18 U.S.C. §2721(b)(2))
3. For use in the formal course of business by a legitimate business or its agents, employees, or contractors to verify the accuracy of personal information submitted by the individual to the business or its agents, employees, or contractors. (18 U.S.C. §2721(b)(3)(A))
The correct information will not be provided if the information provided does not match DMV records. DMV will only disclose that information does not match.
4. For use in connection with any proceeding in any court or government agency or before any self-regulatory body, including the service of process, investigation in anticipation of litigation, and the execution or enforcement of judgments and orders or pursuant to an order of any court. (18 U.S.C. §2721(b)(4))
5. For use by any insurer or insurance support organization, or by a self-insured entity, or its agents, employees, or contractors, in connection with claims investigation activities, antifraud activities, rating, or underwriting. (18 U.S.C. §2721(b)(6))
6. For use by an employer, of its agent or insurer, to obtain or verify information relating to a holder of a commercial driver's license, which is required under the Commercial Motor Vehicle Safety Act of 1996 [Title XII of Public Law 99-570]. (18 U.S.C. §2721(b)(9))
7. Unrestricted or specified use with written consent of the person who is the subject of the information. This includes information regarding oneself ("Authorization of Release" below must be completed in full). (18 U.S.C. §2721(b)(13))
8. For any use specifically authorized by law that is related to the operation of a motor vehicle or public safety. (18 U.S.C. §2721(b)(14))

AUTHORIZATION OF RELEASE OF INFORMATION

I hereby, with my signature, authorize (name of person or business you are authorizing):

- To perform a one-time search of the Vermont Department of Motor Vehicles files pertaining to me and any resulting reports. Or
 A one-time authorization to transact business pertaining to me within the Vermont Department of Motor Vehicles.

Signature of individual authorizing release:

Date of authorization:

In requesting and using this information I acknowledge that this disclosure and any re-disclosure is subject to the Driver Privacy Protection Act (18 U.S.C. §2721 et seq.). I hereby affirm, under penalty of perjury under the laws of the State of Vermont, that the information on this form is true and correct. This is signed and the request is made subject to penalties of 18 U.S.C. §2723 and 23 V.S.A. §202.

Signature of requestor:

Date of request:

Printed name of requestor:

Driver's license number of requestor:

Upon receipt of this request by the Vermont Department of Motor Vehicles, it will be reviewed by appropriate personnel to determine whether this request conforms to DPPA protocol and requirements. Failure to meet these qualifications or to provide adequate information to make a determination will result in the denial of your request.

FOR DEPARTMENT USE ONLY – DO NOT WRITE BEYOND THIS POINT

This request is hereby denied as the record(s) is/are exempt from inspection and copying for the following reason:

- They are records which, by law, are designated confidential or by a similar term.
- They are records which, by law, may only be disclosed to specifically designated persons.

You have the right to appeal this denial to the Commissioner of Motor Vehicles (must be submitted in writing).

Vermont Department of Motor Vehicles _____