



**City of Portsmouth  
Public Works Department  
Highway Foreman**

**DUTIES/RESPONSIBILITIES:** Position is responsible for technical and supervisory work to provide for the maintenance and repair of the City's roads, sidewalks, drainage, snow removal, and traffic safety devices; by planning, assigning, and supervising work crews and equipment as deemed necessary by the incumbent. Position is responsible for the direct supervision and may supervise staff from other Public Works work crews or divisions if needed. Supervisors trains and evaluates employees and provides input for the discipline, hiring and firing of employees. Workload fluctuates unpredictably throughout the year. Incumbent is on call for emergencies every four weeks and is subject to overtime. Supervisors will work a Monday through Saturday schedule every fourth week.

**QUALIFICATIONS:** A candidate for this position should have an Associate's and five (5) years of related experience. A candidate must have a valid CDL class B driver's license and be able to obtain within 18 months of date of appointment a NH Solid Waste Operator Certification and Pool and Spa Operator Certification from the National Swimming Pool Foundation. A candidate for this position should have a strong knowledge of maintenance, repair, and construction techniques and regulations as they pertain to the department; knowledge of laws and regulations pertaining to including knowledge of drainage, landscaping, asphalt applications; general knowledge of the maintenance of parks, trees. A candidate should have the ability to operate machinery, vehicles, and equipment used by the department, the ability to prepare and work within an annual operating budget, the ability to apply and enforce the rules and regulation of the City of Portsmouth. A candidate should remain abreast of new ideas and information in the field. A candidate for this position must have strong computer skills and mathematical skills to estimate job costs and monitor budget expenditures and balances, and good administrative and customer service skills

**SALARY RANGE:** \$26.19 - \$31.78

To apply, please submit an application, cover letter and resume to: [jobs@cityofportsmouth.com](mailto:jobs@cityofportsmouth.com) or by hand or mail to Human Resources, City of Portsmouth, 1 Junkins Ave, Portsmouth, NH 03801. Applications are available for download on the City's website: [www.cityofportsmouth.com/hr](http://www.cityofportsmouth.com/hr).

The City of Portsmouth is an Equal Opportunity Employer.