

TOWN OF HOPKINTON

JOB OPPORTUNITY – ASSISTANT FOREMAN, DEPARTMENT OF PUBLIC WORKS HIGHWAY DIVISION

The Town of Hopkinton is seeking a qualified candidate for the full-time position of **Assistant Foreman**, Highway Division, for its DPW Department. The Town of Hopkinton is committed to equal opportunity, encourages diversity and inclusion and believes that a positive culture of inclusion in Town governance contributes to the Town’s overall qualities as a great place to live and work. We welcome all to apply.

*Do you enjoy working outdoors?*

*Would you like to be part of a thriving, friendly and dedicated team?*

Hiring Salary: Negotiable depending on qualifications and including excellent benefits, leaves and pension

Hours: M-F, 6:30 am – 2:30 pm, overtime required

Responds to emergency calls during and after normal business hours

Available for after hour emergencies

Drug & Alcohol screening is a condition of employment

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The Assistant Foreman provides supervisory and technical work in a participatory manner related to all construction activities in the Town. The employee performs laboring duties incidental to supervisory duties and operates heavy equipment; Assists Highway Manager with coordinating seasonal operations such as snow and ice removal; contacts and dispatches subcontractors. Engages in road construction, maintenance, and repair.

*Please see the attached position description.*

**Qualifications:**

High school equivalency; five years of progressively responsible experience in highway maintenance operations. Supervisory experience preferred.

**Required Licensing/Certification:**

Possession of a valid 2B Hoisting License and Class B CDL.

**Internal/External Applicants:** To be considered for this vacancy, please submit the *required Application for Employment*, attached, cover letter and resume to [h...@hopkintonma.gov](mailto:h...@hopkintonma.gov). Applications received before **4:00 pm, Thursday, October 22, 2020** will receive 1st priority. This position will remain open until filled. Applications will be accepted via drop off or mailed to: Town Hall, Human Resources

Department, 18 Main Street, Hopkinton, MA 01748. There is a drop box in the front of Hopkinton Town Hall.