***The Town of Louisa, Virginia***
**Incorporated 1873**

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**Town of Louisa**
**Public Works Foreman**
**FLSA Status: Non-Exempt**
**Salary Band: $56,500-$76,250 (mid-point $63,000)**

**Position Summary**

The Public Works Foreman serves as the first-line supervisor responsible for directing, coordinating, and participating in the daily field operations of the Town of Louisa Public Works Department. This position bridges the gap between frontline maintenance staff and the Director of Public Works, providing hands-on leadership, task-level planning, and crew oversight. The Foreman works primarily in the field (70–90%) and ensures that work is completed safely, efficiently, and in accordance with Town standards and regulatory requirements. Occasional on-call availability is required for emergencies and urgent operational needs.

**Essential Duties and Responsibilities:**

Crew Leadership & Daily Operations

- Assign, coordinate, and oversee daily work activities for Maintenance Workers I & II in alignment with priorities set by the Director of Public Works.
- Work alongside crews performing maintenance, repair, and operational tasks across streets, utilities, facilities, parks, cemeteries, and Town grounds.
- Ensure compliance with OSHA, VDOT, MUTCD, and Town safety standards; conduct tailgate safety meetings and enforce safe work practices.
- Provide on-the-job training, mentorship, and guidance to crew members.

Infrastructure & Maintenance Operations

- Assist with maintenance and repair of water distribution, wastewater collection, stormwater systems, and related infrastructure.
- Oversee work related to streets, sidewalks, rights-of-way, mowing, landscaping, parks, and cemetery upkeep.
- Operate and maintain vehicles and equipment; ensure proper use and care by crew members.

Work Planning, Documentation & Coordination

- Track daily work activities, complete required documentation, and report progress to the Director of Public Works.
- Coordinate materials, supplies, and equipment needs; exercise limited purchasing authority within established thresholds (above $250 requires Director approval)
- Provide field-level oversight of contractors performing small-scale work; ensure compliance with Town standards.

Emergency & After-Hours Response

- Respond to water breaks, sewer backups, weather events, and other urgent issues; serve in an on-call rotation at the discretion of the Director.
- Lead field response efforts and communicate needs and updates to the Director of Public Works.

Other Duties

- Performs other duties as assigned by the Director of Public Works to support Town operations and priorities.

**Knowledge, Skills, and Abilities (KSAs)**

- Working knowledge of water and sewer systems, streets and ROW maintenance, stormwater systems, and facility/grounds maintenance.
- Ability to safely operate trucks, loaders, backhoes, mowers, and related equipment; CDL preferred or ability to obtain.
- Understanding of MUTCD standards and traffic control requirements.
- Ability to lead crews, assign tasks, monitor productivity, and enforce safety rules.
- Ability to assess field conditions, troubleshoot issues, and recommend solutions.
- Clear communication with staff, contractors, and the public; ability to document work accurately.
- Ability to perform manual labor, work in adverse weather, and navigate uneven terrain.

**Minimum Qualifications**

- High school diploma or GED; additional technical training in utilities, construction, or public works preferred.
- Three (3) years of experience in public works, utilities, construction, or related field operations.
- Valid Virginia driver's license; CDL Class B preferred or ability to obtain within 12 months.

Preferred Skills: One (1) year of supervisory or crew-lead experience

**Working Conditions**

The position involves a combination of field and shop work with regular exposure to heavy equipment, traffic, loud noise, and varying weather conditions. The employee must use appropriate protective equipment and follow all safety practices. The role also requires availability for emergencies, weather events, utility issues, and other urgent matters outside normal business hours, including nights, weekends, and holidays.

**Physical Requirements**

- Ability to stand, walk, bend, and work on uneven terrain and in active work zones.
- Ability to lift and carry up to 50 pounds.
- Ability to safely navigate construction sites and perform hands-on field tasks as needed.