STREETS FOREMAN

Buffalo Mountain Metropolitan District (BMMD), located in beautiful Silverthorne, Colorado, is hiring for a Streets Foreman to lead our growing streets department team. BMMD streets department performs road maintenance, snow plowing, storm sewer collections, and drainage services for the Wildernest community. This is an excellent opportunity for a highly detailed, experienced, and dedicated individual to work in the mountains. This position will be responsible for managing multiple employees and for overseeing the road and drainage operations in the district. This is a full-time position with competitive pay and benefit package.

**ESSENTIAL DUTIES**

* This position will manage and direct crews of approx. 5 employees as well as coordinate all maintenance and operations of the road and drainage systems
* Review and approve timecards, personal time off, and set crew schedules to confirm proper coverage
* Oversee road and drainage construction projects
* Coordinates with subcontractors to perform maintenance, repairs, and consulting for road and drainage repairs
* Schedule minor and major service work of equipment
* Work with District Manager to establish annual budgets and updates to long range projections

**MINIMUM QUALIFICATIONS**

1. Graduation from an accredited High School or GED. College degree in related field preferred
2. Five (5) years supervisory experience managing street or construction crews
3. Previous streets maintenance, utility, or construction experience
4. Experience with equipment such as front-end loaders, backhoes, skid steers, dump trucks, hand tools, etc
5. High level of knowledge with Microsoft Office (Word, Excel, PowerPoint)
6. Computer proficiency and technical excellence
7. Reliable transportation and housing in or near Summit County. (see housing information below)
8. Knowledge of ice melt materials and application requirements per weather conditions
9. Must have valid license

**RESPONSIBILITIES**

* This position acts as a team leader and mentor to new employees
* Reviews all contracts, specifications, plans and project documents to ensure that projects are built to district standards
* Strong equipment knowledge and ability to identify and evaluate heavy equipment anticipated repairs and replacement schedules
* Professional Interactions with citizens, outside agencies, and other departments concerning complaints, procedures, standards, specifications and coordination
* Makes recommendations for capital improvement projects and assists with annual budgets
* Understanding of construction processes, planning, permitting, scheduling, inspections, etc
* Write monthly reports detailing operations
* Maintain effective and courteous working relationship with coworkers, contractors and the public
* Must be able to deal with stressful situations as they arise and be an effective communicator
* Monitor and schedule cleaning of storm sewer infrastructure systems
* Coordinates inspections and maintenance of district portable generator
* Adhere to all traffic laws, regulations, and company policies while operating vehicles on public roads and job sites

Management

* Oversee all aspects of the road and streets systems, related utility construction projects, including planning, scheduling, and budgeting
* Assist with interviews/selection of Equipment Operators and other streets department staff. Provide recommendations for promotions, demotions, wage adjustments and disciplinary actions
* Ensure daily safety inspections of equipment, vehicles and job sites are correctly performed by the Equipment Operators. Coordinates equipment needs and schedules repairs and services as needed
* Promotes and maintains a clean and organized shop facility, equipment yard, and job sites.
* Recognize and communicate on topics such as projects, equipment or employee issues to the District Manager

Safety

* Provides professional leadership by creating a safe, organized work environment that is productive and enjoyable and treats all employees and customers with dignity and respect
* Maintains a dedication to safety at all times by routinely holding safety meetings, enforcing safe work practices, and seeing that proper safety equipment is available and used by all personnel. Ensure operators, including new hires, are fully trained and follow safety and construction procedures.
* Maintain hazardous material inventory and Material Safety Data Sheet (MSDS) database

Other

* Perform routine maintenance and inspections of equipment to ensure proper functioning
* Works as a certified flagger when needed
* Be able to perform manual tasks such as lifting up to 80lbs, more with assistance. Be able to climb stairs, crouch, kneel, stoop, and walk on uneven ground at times.

**JOB DETAILS**

* Hours are 8:00 a.m.–5:00 p.m., Monday-Friday (5/8hr days), 1 hr lunch (40-hour week). Will assist with snow plowing and other duties as needed for staffing. On call 24/7
* Additional Hours - Ability to adapt to a flexible work schedule if needed for staffing. May be required to work overtime, weekends, and holidays and for callouts if needed.
* Flex Time will be offered in exchange for hours worked outside the scope of regular business hours
* BMMD is a drug free workplace
* Start Date is July 1st 2024
* Pay frequency is bi weekly
* This in person position reports to the District Manager and is located 102 Adams Ave, Silverthorne, CO

**WORK ENVIRONMENT**

* Exposure to load noises, fumes, dusts, etc and work near traffic
* Must be willing and physically able to work in extreme temperatures and high elevations.

**BENEFITS + COMPENSATION**

* **Salary** position - Starting pay is **$100,000** based upon candidate experience, qualifications and employee housing needs (see below); annual performance-based increases thereafter
* **Health Insurance** - Employer paid health, dental & vision insurance. Spouse or family coverage paid by employee.
* **Life Insurance/ Short Term Disability** - Employer paid long-term disability insurance and life insurance
* **Retirement** - 457 retirement plan employer match up to 4%
* **Sick Time** - is accrued at 5.34 hours per month totaling 70 hours annually
* **Vacation Time** - is based on length of service, time is accrued from start date, 3 weeks (120hrs) year one
* **Holidays** - 10 paid Holidays plus 2 days of personal leave annually
* Benefits start on first day of hire

**EMPLOYEE HOUSING**

* Onsite housing may be available (specific details to be discussed at the point of offer)
* Employee housing located at District office facilities. Shared 3-bedroom, 3-bathroom Condo with laundry and parking. Small backyard area. Utilities included, except cable. No garage.

**TO APPLY**

To apply, qualified candidates must submit a District employment application, resume, cover letter, and three professional references to Buffalo Mountain Metropolitan District, Attention District Manager, Will Yates by email to [Will@bmmd.org](mailto:Will@bmmd.org). Job applications can be found on the District website at [https://bmmd.colorado.gov](https://bmmd.colorado.gov/), located under heading “BMMD Info” and click on sub-heading “Employment”. The deadline to submit applications is Monday May 1st, 2024. Initial review of submitted applications will commence on Tuesday, May 2nd, 2024. Interviews will start on May 6th 2024 and a decision timeframe will be based on number of qualified candidates. This position will remain open until filled.