

POSITION DESCRIPTION

Class Title: Street Foreman
FLSA: Non-Union - hourly
Job Class: PW80

Org: 14080
Obj: 500102
Date: September 2018

Street Foreman

Public Works Department

SUMMARY:

The Street Foreman's position involves administrative, supervisory, and operational responsibilities in managing day-to-day operations, maintenance, repair, and replacement activities for municipal streets, sidewalks, and other infrastructure. This position is considered a working foreman and is expected to direct and assist the employees in their daily tasks and activities. Specifically, this position is responsible for the maintenance and repair of the City's right-of-way infrastructure including but not limited to: pavement, curbing, sidewalks, street markings, cross culverts, snow plowing operations, sweeping, and cleanliness. The position will assume some or all the duties of another foreman's position in their absence.

SUPERVISION RECEIVED:

The Street Foreman works under the direction of the General Superintendent.

COMPETENCIES:

Team Player	Problem Solving Skills
Independent	Collaborative
Detailed Oriented	Initiative

ESSENTIAL DUTIES & RESPONSIBILITIES:

1. Plans, organizes, and directs the work of personnel involved in maintenance, repair, operation, and replacement activities for right-of-way's and facilities, including but not limited to roadside mowing, street signage, parking lots, facility site work, roadside ditching, and detention pond maintenance.
2. Supervises skilled and unskilled personnel in operational activities.
3. Acquires and organizes the resources and time needed to complete an assigned task within an agreed schedule.
4. Performs various skilled maintenance services as required for the repair, maintenance, and functionality of the public streets and sidewalks.

5. Develops, monitors, and adjusts performance standards used for work assignment planning and employee evaluations.
6. Coordinates activities with other departments, agencies, civic groups, contractors, and the public on construction and maintenance activities.
7. Performs inspection duties for preventative maintenance purposes and quality control pertaining to streets drainage, pavement management systems, condition assessments, and safety related issues.
8. Supervises winter storm activities as directed and is responsible for periodically calling in employees during emergency weather conditions.
9. Develops planned maintenance activities for all areas of responsibility.
10. Initiates and completes accurate and timely work order and services request records in City Works database program.
11. Prepares field drawings of work performed for updates to the City GIS maps.
12. Assists supervisor with planning and developing the Public Works Capital Improvement Program and operational budgets and developing equipment needs selection.
13. Researches and suggests new policies and/or procedures to improve work productivity.
14. Advises subordinates on procedures, practices and policies regarding Public Works operations.
15. Instructs subordinates in safety methods of work and operation and maintenance of equipment.
16. Participates in selection process and recommends applicants for hire.
17. Participates in the evaluation of all subordinate full-time and seasonal personnel.
18. Assists as directed in recommending, developing, and conducting employee training programs and policies.
19. Understands and enforces safety and other mandated regulations.
20. Maintains equipment in a clean condition, makes minor repairs and adjustments, inspects, and services lubrication as required.
21. The foreman is expected to work more than 40 hours per week as needed for construction projects and / or emergency situations.

22. The position requires considerable responsibility and independent judgment in identifying and establishing long and short-term work goals and organizing and directing resources needed to meet these goals.
23. Clear and concise communication with supervisors, subordinates, and the public concerning public works related issues is essential.
24. Additionally, the need to keep accurate and current records on all activities required by the department is imperative to this position.
25. Performs other work as assigned.
26. Possession of a valid Maine Class B driver's license (Class A is preferred).

NECESSARY KNOWLEDGE, SKILLS, & ABILITIES:

Ability to learn, interpret, comply, and affect environmental regulations as set forth locally, state, and nationally.

1. Ability to keep accurate records and create daily, weekly, or monthly reports as needed,
2. Ability to comprehend oral and written directives, initiates, and completes assignments in a timely manner,
3. Ability to initiate, track, monitor and close out work orders and service requests in the Iworqs database,
4. Ability to conduct and interpret various condition assessment methods for City infrastructure
5. Ability to read plans and utilize equipment and tools to affect location and planning of various infrastructure improvements,
6. Ability to use survey equipment to establish and layout grades,
7. Ability to interact in management staff as a team player, and be self-motivated in undertaking tasks assigned and/or scheduled,
8. Ability to manage a crew of workers in an effective and safe manner, paying close attention to established local, state, and federal rules and regulations,

Ability to direct and operate diverse pieces of equipment typically utilized by the construction industry, i.e. loaders, skid steers, excavators, dump trucks, compaction equipment, bench levels, laser levels, total station, and GPS.

OTHER DUTIES:

This job description is not a complete listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time, with or without notice.

EDUCATION AND EXPERIENCE:

The position requires a combination of training and experience equivalent to the following:

1. High School Diploma or GED
2. A minimum of five (5) years of experience in maintenance and construction work involving streets, earthwork, facility maintenance for a municipality, or equivalent related experience.
3. Minimum one (1) year supervisory experience or an applicable two-year degree in a related field.

TOOLS & EQUIPMENT USED:

Personal computer, including Microsoft Office applications, GIS, GPS, IWorks and software installed in various pieces of equipment, and multiple different Public Works specific tools and equipment used by department employees.

PHYSICAL DEMANDS:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with limitations to perform the essential functions. The employee must frequently lift and/or move up to 50lbs. This position requires full range of body motion, to include bending at waist and full use of all extremities and back muscles.

WORK ENVIRONMENT:

The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with limitations to perform the essential functions. Exposure to outside and inclement weather, driving in all conditions for extended hours and operates a variety of equipment and uses several tools associated with maintenance, structure, and facility repairs.

SELECTION GUIDELINES:

Formal application, rating of education and experience, oral interview and reference check may be required. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements.

EQUAL OPPORTUNITY EMPLOYER:

The City of Saco is strongly committed to diversity in its work force. We are an affirmative action / equal employment opportunity employer.

APPLICATION PROCESS:

A complete application will include the completed employment application, letter of intent, resume, and references. Please contact Human Resources at (207)710-5037. Email applications may be submitted to HR@sacomaine.org.

Please visit our website to apply:

http://www.sacomaine.org/departments/human_resources/job_opportunities.php