

PUBLIC WORKS FOREMAN

DEFINITION

To provide supervision and participate in the installation, construction, repair and/or maintenance of street facilities, and other Town projects and facilities.

DISTINGUISHING CHARACTERISTICS

Work involves the responsibility of field maintenance personnel involved in the repair and maintenance of the Town's public works systems. Duties involve performing the more technical and difficult tasks relating to these systems, as well as the operation of power driven equipment as required.

SUPERVISION RECEIVED AND EXERCISED

General supervision is provided by the Assistant Supt. of Public Works.

Assist in certain field supervisory roles and assignments.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS/DUTIES

- Receive written and oral work assignments, and assist in determining equipment, personnel and material needs.
- Provide field supervision and participate in the installation, repair, and maintenance of public works facilities.
- Insure the use of safe procedures and equipment.
- Direct the work methods of a small crew and assign specific tasks.
- Operate and maintain moderate to heavy construction equipment including skip loaders, power sweeper, backhoes, tractors and trucks.
- Maintain work, time, equipment and material records; make reports of work performed.
- Perform the more difficult and complex public works tasks, and assist in annual budget preparation.
- Respond to emergency situations.
- Perform related duties as assigned and assist the public.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

- Geography of the Town, including the location of major utility systems, streets and drainage facilities.
- Methods, materials, practices and equipment generally used in the construction, maintenance and repair of public streets and drainage systems.
- Materials, methods and tools used in the installation, operation, repair and maintenance of street, drainage and related facilities.
- Safety precautions necessary for working with hand tools and motorized equipment.
- Legends, markings, sizes and location of traffic control devices as required by local, state and federal regulations.

Ability to:

- Operate a variety of heavy construction and maintenance equipment.
- Understand and interpret engineering plans and work orders.
- Work effectively with Town employees and the general public.
- Estimate costs and determine personnel and equipment needs.
- Work under emergency conditions.
- Provide lead supervision to subordinates.

Experience and Education

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Three years of increasingly responsible experience in construction, maintenance and operations work.

Education:

Equivalent to completion of the twelfth grade supplemented by specialized training in street construction, maintenance, and operations activities.

License or Certificate:

Possession of valid California driver's license.