

STREET FOREMAN

NATURE OF WORK

Under the direction of the Public Properties Director, City Administrator and Street Commissioner, serves as lead supervisor for the Street Department operations. The Foreman serves as an administrative and working foreman and plans, organizes, directs and supervises the maintenance, repair and construction of roads, bridges, streets, alleys, curbs, storm water system, and sidewalks. The Street Foreman may serve as the Public Properties Director in the absence of the Director.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Plans, organizes, schedules and directs employees and programs of maintenance, grading and construction of streets, alleys, sidewalks, bridges, public parking lots, and related structures;
- Supervises the installation and maintenance or retaining walls, snow fences, barricades and storm sewers involved in streets and highways;
- Assists Public Properties Director in the preparation of the Street Department budget for presentation to the City Council and is responsible for the conformance to the adopted budget;
- Operates heavy equipment and performs minor mechanical repair work on equipment;
- Works with the Tree Board and directs the planting, maintenance and removal of city trees;
- Inspects and supervises the construction of curbs and driveways, excavations and backfills involving the cutting of pavements by Public Properties Division personnel;
- Plans, directs and supervises snow and ice removal and street cleaning operations, including making a recommendation to declare a snow emergency;
- Orders supplies and equipment for the street department;
- Receives, investigates and acts upon complaints;
- Supervises and coordinates animal control within the city during regular business hours;
- Assists Public Properties Director in the hiring, firing, evaluation and training of employees;
- Responds to emergency calls at any time;
- Performs related work as required and assists other city departments as necessary.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of the materials, equipment, procedures, and practices employed in road, bridge and street construction and maintenance;
- Knowledge of street cleaning and painting methods;
- Ability to plan and lay out a comprehensive work program;
- Knowledge of budgeting practices;
- Knowledge of all equipment used in the Public Properties Division;
- Ability to establish and maintain cooperative working relationships with employees, municipal officials and the general public;
- Ability to work more than forty hours per week including evenings and/or weekends when necessary;
- Ability to work under varying weather conditions; ability to carry, push or pull a variety of tools, equipment and materials; ability to climb, balance, stoop, kneel and work in a crouched position for extended periods of time;
- Ability to lift sixty to eighty pounds;
- Possession of a Commercial Driver's License.

TRAINING AND EXPERIENCE

- High school graduate plus any combination of education and experience in concrete construction and five years experience in the maintenance and construction of streets, roads and public buildings, plus three years of supervisory experience.