



Job Title	Working Foreman
Department	Public Works
Employment Status	Full-Time
Exempt/Nonexempt Status	Non-Exempt

Scope of Work

This position supervises and participates in the daily operations and activities of a specified Public Works division.

Supervision

Received	Assistant Superintendent
Exercised	Supervision of six to 15 full time (or full-time equivalent) employees.

Essential Job Functions

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function to satisfaction.

- Read and interpret contract plans and specifications; manage work orders and plan, schedule, and oversee daily work, repairs, maintenance, and installation projects; monitor and inspect work performed by staff and outside contractors and make reports to supervisor as required; and make recommendations regarding future repairs and maintenance projects and means and methods of continuously improving Town service to taxpayers.
- Order necessary supplies in accordance with Town purchasing procedures; inventory and coordinate use of equipment; maintain manual and/or computerized logs and records; respond to requests for information and resolution of problems from the public, other DPW employees, contractors, or employees of other Town departments; and assist other Town departments with specified projects, as required.
- Supervise, train, and evaluate personnel; prepare and submit payroll documents; maintain staff absence records; and ensure compliance by work teams with applicable Town, state and federal safety and health rules and regulations.
- May perform all relevant duties contained in job description for subordinate positions under his/her supervision including HMEO, Craftswoman, Tree Climber, Pumping Station Operator, Public Works Inspector, and Laborer; operate heavy equipment as required; provide emergency assistance; operate snow plowing, removal, sanding, and salting equipment, and may monitor contractors in performance of related duties.

Other Job Functions

- Perform related duties as assigned.

Requirements of Work

High school, plus elementary technical training, acquired on the job or through one year or less of technical or business school, and four to six (4 – 6) years of experience relevant to the position.

Knowledge, Ability, and Skill

In addition to the requirements of work, the individual should also have the following knowledge, ability, and skill:

Knowledge of	• Knowledge of industry/specialty (Solid Waste, Parks, Water, Highway, Wastewater)
Ability to	• Ability to effectively interact with the public. • Ability to prepare routine correspondence and reports. • Ability to motivate and lead people.
Skill in	• Supervisory skill. • Demonstrated skill in communication, both verbal and written.

Necessary Special Requirements

- Valid motor vehicle driver license
- Valid commercial driver license (CDL), class A, Class C or Class B
- Work schedule may be Monday – Friday or Tuesday – Saturday

These or other additional certifications/licenses may be required based on specialty/assignment:

- Hoisting Engineer License
- Drinking Water Supply and Pesticide Application License
- IMSA Traffic Inspector
- Water Distribution License (D3)

Physical Demands

The physical demands described here 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 disabilities to perform the essential functions.

- Frequent and extended periods of outside work, subject to all weather conditions and extremes
- Continuous walking, standing, climbing
- Frequent periods requiring sustained uncomfortable physical positions

- Regular and sustained periods of strenuous physical exertion, requiring the ability to lift, carry and position heavy objects utilizing proper body mechanics and techniques
- Operation of equipment which causes loud noise levels and high vibrations
- May require the exercise of caution when operating heavy equipment or handling chemicals or other toxic materials
- Utilization of proper sanitary precautions when handling trash, garbage and other potential hazards.

Pay Equity/Equal Opportunity/Americans with Disabilities Act Employer