



## **PUBLIC WORKS FOREMAN**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

### **DEFINITION**

Under the direction of the Public Works Supervisor, and/or City Administrator: leads a small crew of skilled and semi-skilled workers in maintenance, repair of City buildings, parks, facilities, streets, storm drains, catch basins, janitorial and setup for City meeting and community events; and **the ability** to perform a variety of tasks relative to assigned area of responsibility.

**EXAMPLES OF DUTIES** – *The following tasks are typical for (Examples of) duties performed by employees in this class may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.*

- Coordinate with the Public Works Supervisor or the City Administrator in organizing and planning work assignments to the individuals and crew to accomplish assigned work.
- Perform maintenance, repair, construction or installation of streets, parking lots, storm drains, storm sewer, and catch basins.
- Perform various semi-skilled to skilled building trade duties in the maintenance and repair of buildings and facilities including carpentry, plumbing, heating, cooling, minor electrical, painting and lock installation.
- Operate construction and maintenance equipment such as trucks, tractors, sweepers, and a variety of construction and maintenance apparatus.
- Perform concrete removal, replacement and installation work for sidewalks, curbs, gutters and ADA ramps and determine the grade and cement requirements on small projects.
- Install and maintain road markings, signs and barricades.
- Locate minor storm, sewer and drain problems and remove obstructions as necessary; perform confined space entry tasks utilizing proper equipment and safety precautions.
- Monitor, participate and instruct crew in performing weed abatement, grounds maintenance, tree planting, trimming, pruning of trees, debris removal and landscaping projects.
- Assist the Public Works Supervisor and City Administrator with administration of activities; keep records, prepare reports, estimate job costs, order materials, evaluate work procedures.
- Coordinates routine cleaning and stocking of City Hall, including offices, kitchen and bathroom.
- Perform and coordinate setup, breakdown, and cleanup needed for City meetings and events.
- Coordinate with the Public Works Supervisor and/or the City Administrator to oversee proper safety precautions related to work performed are consistently observed.
- Coordinate the repair of vehicles and equipment.
- Use hand tools, electrical tools, apparatus, and equipment necessary to perform all of the job duties.

- Perform related duties as assigned.
- Maintain and conduct equipment inventories and supplies.
- Monitor and review workers' time cards and prepare reports as needed.
- Oversee maintenance and repair of all park facilities.

## **MINIMUM QUALIFICATIONS**

### **Knowledge of:**

- City policies and procedures
- State and federal laws governing parks and public facilities, including OSHA requirements.
- Methods, procedures, materials, equipment, and techniques used for public works operations, construction, and maintenance projects.
- Principles and techniques for public grounds maintenance.
- Facility, vehicle, and equipment maintenance procedures and practices.
- Environmentally responsible and resource-efficient grounds maintenance techniques.
- OSHA material Safety Data Sheets (MSDS) for hazardous chemicals used in the workplace.
- Safety protocols for specialized equipment operation and handling of pesticides and chemicals.
- Safe work practices, occupational hazards, and safety precautions in public facilities.
- Local community issues and regional resources available to citizens.
- Local geography, roads, and landmarks of City and surrounding areas.

### **Skills in:**

- Using initiative and independent judgement within established procedural guidelines and supervision.
- Managing parks and recreational facility maintenance operations.
- Interpreting and applying federal, state, and local rules and regulations; and City policies and standards.
- Reading and interpreting plans, schematics, and specifications.
- Evaluating and supervising grounds maintenance projects.
- Managing and maintaining irrigation systems and equipment.
- Assessing and prioritizing multiple tasks, projects and demands.
- Establishing and maintaining positive working relationships with co-workers and the community.
- Communicating effectively verbally and in writing.
- Ability to plan, organize, assign, direct, supervise, evaluate and review work of department.

**License:** A valid California Driver's license is required. Additional licenses and technical training and certifications are desirable and may be required for specific tasks.

**Education/Training:** Three to five years of increasing responsible experience and the ability to (as foreman) oversee employees for the maintenance of public works facilities, infrastructure, buildings, and grounds. Post-secondary education in construction management is desirable. Previous management experience preferred.

**Physical Demands and Working Environment**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Work is performed in roads, buildings, parks, and in office environment; incumbent is required to work with pesticides, construction supplies, and other hazardous materials and chemicals. Must be able to speak orally, hear and communicate effectively. Must frequently required to stand, sit, walk, climb, balance stoop, kneel, crouch, crawl, run, jump, twist, turn; use hands and fingers, handle and feel objects and/or controls; reach with hand and arms; and taste and smell.

Must be able to lift and/or move a minimum of 50 pounds. Specific vision abilities required by this job include close, distance, color and peripheral vision, depth perception, and the ability to adjust to focus.