

# **JOB ANNOUNCEMENT** **OPEN & PROMOTIONAL**

## **CITY OF ABBEVILLE** **MUNICIPAL EMPLOYEES CIVIL SERVICE**

101 N. State Street  
Abbeville, Louisiana 70510  
(337) 898-4222

**DEADLINE FOR RECEIPT OF APPLICATION: *Monday, June 27, 2022, 12:00 noon***

No application will be accepted after the above deadline for filling this vacancy.

<b><u>POSITION TITLE</u></b>	<b><u>DEPARTMENT</u></b>
<b><i>Street Construction &amp; Improvement Foreman</i></b>	<b><i>Street Construction &amp; Improvement</i></b>
Applicable hours worked over the 40-hour workweek are paid at overtime rates in accordance with Federal guidelines.	

### **NATURE OF WORK**

This is supervisory work in the aesthetic maintenance of streets, rights-of-ways, and related systems. The position of this class is responsible for planning, organizing, directing, and evaluating the aesthetic maintenance of city streets rights-of-way, neutral grounds, and related thoroughfares. Work relates to street rights-of-way, drainage culverts, and grass cutting. Supervision is exercised directly over a force of maintenance workers.

### **ILLUSTRATIVE EXAMPLES OF WORK**

{Employees of this classification must be able to perform the following. Physical and mental tasks related to these functions will be required. The following examples do not contain every task that could be reasonable assigned. The absence of a specific task here does not imply the task cannot be assigned if related to the nature of work, a logical assignment, or a business necessity.}

- Plans, schedules, assigns, directs, and evaluates the work of crews engaged in the maintenance, and cleaning of streets, alleys, sidewalks, ditches, drainage culverts and other public facilities; advises and trains crews as required; conducts field inspections of work performed.
- Conducts inspections to determine work needed. .
- Prepares and maintains payroll and personnel records and reports.

### **NECESSARY KNOWLEDGE, ABILITIES, AND SKILLS**

- Considerable knowledge of methods, materials, and equipment employed in the aesthetic maintenance of streets, and grounds.
- Ability to plan and implement a comprehensive and effective aesthetic maintenance program for a large street system.
- Ability to plan, schedule, assign, direct and evaluate the work of a large group of employees.
- Knowledge of the hazards and safety precautions applicable to street, roadway, and park maintenance.
- Knowledge of the City's purchasing policies and procedures.
- Knowledge of the standard tools and equipment used in area of work assignment.
- Knowledge of materials, methods, and techniques commonly used in public works, drainage, and parks and recreation maintenance, and repair.

### **TRAINING AND EXPERIENCE REQUIREMENTS**

High school Diploma or General Educational Diploma and three years of experience in the aesthetic maintenance and maintenance of streets, including supervisory or lead worker experience; or substituting course work or training in street or related maintenance, or supervisory practices for up to one year of the experience. Must be a registered voter.

### **GENERAL INFORMATION**

#### **HOW TO APPLY**

Applications can be obtained online at [www.cityofabbeville.net](http://www.cityofabbeville.net) OR in person at Abbeville City Hall, 101 North State Street, Abbeville, LA 70510. All questions on the application must be answered truthfully and correctly; failure to do so may result in the rejection of the application. Promotional applications must be secured from the Civil Service office at City Hall, and signed off by Public Works Director.