

STREET MAINTENANCE FOREMAN

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 right-of-ways, neutral grounds, and related thoroughfares. Work relates to street right-of-ways, drainage culverts, and grass cutting. Supervision is exercised directly over a force of maintenance workers. Work is performed under general direction, and the incumbent is allowed considerable independence and initiative in accomplishing program objectives and in performing operational duties. Work is reviewed by the Mayor, City Council, and Public Works Director through conferences, complaints, and reports and general observation.

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.
- Receives phone calls on emergency situations or other maintenance that is to be made.
- Orders material and initiates requisitions; assists in the preparation of equipment and material specifications.
- 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.
- Ability to establish and maintain effective working relationships with city officials, employees, and the public.
- Ability to express ideas effectively orally, and in writing.
- 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.