

## **TOWN OF CARBONDALE JOB DESCRIPTION**

**POSITION NAME:** Streets Foreman      **DEPARTMENT:** Public Works

### **JOB SUMMARY:**

This position is a working foreman position that includes work in all areas of street maintenance including streets, sidewalks, public right-of-ways, and maintenance of equipment. Employee receives general supervision from the Director of Public Works. This position is characterized by its working nature. Employee typically works with other streets maintenance employees on a daily basis to accomplish work assignments. Work involves leading and setting an example for other workers and using initiative to ensure that work assignments are completed in a safe and efficient manner.

### **GENERAL DESCRIPTION OF DUTIES AND RESPONSIBILITIES:**

Employee works with the Director of Public Works to outline schedules and work plans for daily operations of the Streets maintenance crew. Employee is a part of, and works with, the streets crew in daily operations of streets maintenance to carry out street and alley repairs, public right-of-way maintenance, snow and ice removal, traffic signage maintenance, storm drainage and street cleaning. Other duties include work in parks, cemeteries, recreation facilities, the Town ditch system, special events and public art installations. Employee operates equipment and tools as necessary to accomplish various tasks. This employee works with and supervises the work of the street maintenance crew on a daily basis, develops training and safety programs and oversees repair of equipment and scheduling of routine equipment maintenance. Working with the Assistant to the Director of Public Works, employee must be able to research, organize and establish the accurate ordering of Streets supplies, equipment and necessary Street crew operational equipment. Employee must establish daily work plans and delegate assignments to the work crew. Employee also schedules projects in conjunction with Public Works Director and is responsible for supervision of a variety of projects.

### **EDUCATION, TRAINING AND EXPERIENCE REQUIRED.**

**Education:** A high school diploma is required. College level education and training in engineering and construction/project management is highly desired. Advanced training in human resource development and management is highly desirable.

**Experience:** Three to five years experience in maintenance and construction work of streets, alleys and public right-of-ways. Three to five years experience in the operations of light and heavy road construction equipment. Three to five years experience involving scheduling, training and supervision of streets and right-of-way maintenance crews. A thorough working knowledge of engineering design, materials and construction standards and specifications of streets, roads and public infrastructure is required. A thorough working knowledge of the Manual of Uniform Traffic Control Devices and traffic control regulations is required.

## **OTHER SKILLS, CERTIFICATIONS, LICENSES AND TOOLS REQUIRED.**

Technical Skills: Ability to coordinate the activities of work crews, plan tasks, delegate assignments and complete work on time. Excellent oral and written communications skills are necessary for the position. Employee must exhibit excellent public relations skills. Employee must be capable of reading and interpreting blue prints and various construction drawings and site plans, understand engineering design criteria, materials and methods of construction pertinent to public works infrastructure.

Employee must be able to operate various types of equipment including backhoe, front-end loader, road grader and related construction equipment.

Employee must have or be able to obtain a Colorado Class B CDL Driver's License (CDL) with airbrake and tank vehicle endorsements.

Employee must be flagger certified or able to obtain certification within 6 months of hire.

A working level knowledge of basic computer applications such as Word, Excel, Outlook and the internet are required.

## **PROBLEM SOLVING AND DECISION MAKING:**

Employee encounters problems with providing service to citizens and must react successfully to public complaints. Employee will frequently consult with Director to solve problems. Employee is required to make field decisions and solve problems to complete projects in a timely manner. Personnel problems can be encountered. Issues with street maintenance and related operations will frequently arise and employee is expected to resolve problems quickly and efficiently.

## **SUPERVISION AND ACCOUNTABILITY.**

Employee works under direct supervision of Director of Public Works, but may be required to exercise frequent decisions over operations. Employee works with and supervises the street maintenance crew on a daily basis and often must make independent decisions. Employee must obtain cooperation from other departments to accomplish work. Employee is accountable for budgetary oversight, control of expenditures and participates in budget process.

**FLSA STATUS.** Non-exempt.

## **SCOPE OF INTERPERSONAL RELATIONS.**

Employee has frequent contact with other department employees, immediate supervisor, management and general public.

## **DESCRIPTION OF WORK SCHEDULE, HOURS, OVERTIME REQUIREMENTS.**

7:00 a.m. to 3:30 p.m., Monday through Friday (1/2 hour lunch).

Participation in on-call emergency operations.

## **DESCRIPTION OF WORK CONDITIONS.**

This position can involve having to work outdoors in wet and cold (sub-zero) weather for periods normally of up to 4 hours at a time, but occasionally for 8 or more hours in emergency situations. Work involves exposure to noise, dust and hazardous conditions.

Employee must be able to work with and around typical shop chemicals and petroleum-based products, as well as pesticides, lawn chemicals and other chemicals. Employee must wear the appropriate uniform clothing on a daily basis.

Physical demands may require the employee to remain seated for 2 to 4 hours, sometimes unrelieved for periods up to and sometimes exceeding 8 hours, such as during major snow storms. Maintenance of the equipment involves bending over the engine compartment, stooping and crawling underneath the equipment, as well as climbing up and into the cab of the equipment. Employee must have correctable vision and adequate hearing sufficient for the safe operation of heavy equipment on public roadways during adverse conditions.

Physical tasks may involve shoveling (asphalt, sand, soil, etc.) for several hours with intermittent breaks, lifting and carrying loads (unassisted) such as fertilizer bags, sod, buckets of salt and chemicals, etc., from time to time weighing up to 75 lbs., walking, standing, bending, stooping, sweeping, climbing ladders and climbing down and working in trenches. At times this work can be very strenuous and physically demanding.