

POSITION DESCRIPTION

PUBLIC WORKS FOREMAN

GENERAL PURPOSE

The individual must be able to organize, supervise and perform the essential functions of the position which include a variety of skilled and semiskilled trades, maintenance, construction and equipment tasks in connection with the maintenance and repair of town facilities including streets, parks, buildings, water distribution, wastewater collection and treatment and storm water collection.

This is a full time hourly (non-exempt) position.

Activities include:

- Street Repair and Maintenance
- Parks Repair and Maintenance
- Water Utility Functions
- Wastewater Utility Functions
- Stormwater Functions
- Vehicle and Equipment Repair and Maintenance
- Building Repair and Maintenance
- Snow Removal

This position requires on call and call out availability including flexibility for irregular work hours including weekends and holidays as a condition of employment.

SUPERVISION RECEIVED:

Works under the general supervision of the Public Works Director.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Supervises all maintenance personnel and activities
- Performs maintenance, repair and construction work on all public facilities including water, sanitary sewer and storm water facilities
- Performs maintenance and repair on all vehicles and mobile equipment
- Resolves mechanical maintenance and repair issues
- Installs and maintains accurate water meters
- Read water meters in preparation for utility billing
- Responsible for all waste water treatment plant operations
- Snow removal, sanding and ice control on public streets and at public facilities
- Operation of various pieces of heavy equipment used for excavation, grading, repair and maintenance of public rights-of-way and infrastructure
- Establish and maintain effective working relationships with other staff, Town Trustees, vendors and the public
- Maintain a clean and safe work environment
- Respond to emergency calls as necessary
- Be informed and proactive in assessing the condition and needs of all utility infrastructure

- Reviews, comments and inspects installation of all utility related installations
- Prepare reports or provide information as required/requested for Public Works Director and public
- Assist in performing a variety of daily/weekly/monthly testing and data collection for compliance with State reporting regulations and filing required reporting in accordance with State Statute and Local Ordinance
- Assists in the preparation and administration of department budgets
- Related and other duties as assigned

EDUCATION AND EXPERIENCE

- High School graduation
- Must possess a minimum Colorado Class 1 wastewater collection license and a Class 1 water distribution operator license, or ability to obtain within one year of hire. Possession of a Class D wastewater treatment operator license is preferred. Must be actively pursuing license within one year of hire.
- Must possess a valid CDL Class B Driver License, or ability to obtain within one year of hire, and a good driving record.
- Minimum of five (5) years experience and one (1) year supervisory experience in municipal public works operations

KNOWLEDGE, SKILLS AND ABILITIES

- Ability to follow and transmit oral and written instructions
- Ability to effectively direct, train and supervise subordinate personnel
- Ability to communicate effectively verbally and in writing
- Problem resolution skill as applies to all aspects of the public works/maintenance department
- Knowledge of current practices, maintenance techniques, tools and materials used in the construction and repair of municipally owned utilities
- The skill to physically perform a variety of skilled and semiskilled maintenance and repair tasks in a wide range of environmental and climatic conditions
- Basic writing, reading and mathematical skills
- Ability to analyze and interpret data
- Familiar with playground safety guidelines
- Familiar with MUTCD standards
- Knowledge of computers and electronic data processing
- Familiarity with Microsoft Office
- Ability to organize and maintain records and prepare reports
- Ability to establish and maintain effective working relationships with Town officials, employees and the general public

TOOLS AND EQUIPMENT USED

Operates a variety of hand tools, light and heavy equipment used in park, street and general infrastructure repair/construction/maintenance. Personal computer, including word processing and spreadsheet functions. Phone, fax and copy machine. Must have a valid CDL Class B driver license.

PHYSICAL DEMANDS

- While performing the duties of this job, the employee is frequently required to sit, talk, hear
- While performing the duties of this job, the employee is frequently required to possess a full range of body movements, such as turning, stooping, lifting, kneeling and climbing
- The employee is frequently required to walk; use hands to operate, finger, handle, or feel objects, tools, or controls; and reach with hands and arms
- The employee must frequently lift and/or move up to 75 pounds
- The employee must occasionally lift and/or move up to 100 pounds
- Specific vision abilities required by this job include close vision and the ability to adjust focus

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Conditions will consist of periodic exposure to extreme weather conditions, frequently working around construction equipment with exposure to dirt, dust, noise, water and wastewater. Occasional exposure to chemicals and biological materials that could cause personal injury if improperly handled. Contact with members of the public under adverse conditions requiring a diplomatic and professional demeanor.

OTHER

Individual in this position must be of the highest ethical standards and have no criminal convictions on their record. The duties listed above are intended only as illustrations of the various types of work that may be performed.

The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee

Date