



**PUBLIC WORKS FOREMAN (SUPERVISOR)
JOB DESCRIPTION**

JOB TITLE: Public Works Foreman	CLASSIFICATION: Skilled Craft	IMMEDIATE SUPERVISOR: Facilities or Field Operations Superintendents/Public Works Director
PAY GRADE: 119	DEPT: 4100 Public Works	STATUS: <u>FT</u> <u>PT</u> EXEMPT <u>NON-EXEMPT</u> BARG UNIT <u>NON-BARG UNIT</u>

JOB SUMMARY: A foreman position which supervises and performs a variety of semi-skilled tasks in the maintenance, repair and operation of Village roads, bridges, sidewalks, drainage structures, buildings, grounds, open spaces and other rights-of-way.

SUPERVISION EXERCISED: General Maintenance Workers I and II.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Supervises employees in general road and bridge maintenance including but not limited to pavement patches, sidewalk repair and replacement, and earth work associated with roadway maintenance.
- Coordinates and oversees street sign maintenance including installation and repair.
- Supervises and performs drainage maintenance and repair including cleaning storm sewers, removal of debris and brush from canals and ditches, canal bank maintenance, repair and maintenance of culverts and storm inlets, maintenance of swales, repair and maintenance of curbs and gutters.
- Supervises and performs building maintenance including painting, carpentry, roof repair (requiring work at high levels), minor electrical repair, plumbing and minor heating ventilation and air conditioning work.
- Supervises the construction of new facilities, including paving grading, drainage, rough and finished building construction work.
- Coordinates the repair and maintenance of street lights.
- Operates all equipment in the department.
- Conducts employee performance evaluations; assists Director with personnel matters.
- Assists Director with budget development and monitoring, and purchasing.
- Enforces safety procedures and regulations.
- Determines most efficient manner of accomplishing assigned work; assigns and supervises the completion of work orders.
- Prepares and coordinates maintenance and service schedules.

OTHER DUTIES:

- Responds to emergency calls and citizen complaints.
- Makes operating decisions on-site in the absence of Superintendent or Director.
- Performs other related duties as required.

DESIRED MINIMUM QUALIFICATIONS:

Education and Experience:

- High school diploma;
- At least three (3) years progressively responsible field experience;
- Any related combination of training and experience.

Knowledge, Skills and Abilities:

- Considerable knowledge of the principles, practices and techniques of building and grounds maintenance, or a related field.
- Considerable knowledge of the basic principles and practices of equipment and supplies used to perform minor repairs and various semi-skilled tasks.
- Considerable knowledge of safety hazards and applicable safety precautions.
- Considerable skill in the methods and practices used in road repair.
- Considerable skill in the use of common hand tools and mechanical equipment.
- Considerable skill in heavy manual labor for extended periods of time under varying weather conditions.
- Ability to understand, follow, and implement oral and written instructions.
- Ability to supervise others.
- Ability to establish and maintain effective working relationships with other employees, and the general public.

SPECIAL REQUIREMENTS:

- Valid Florida State driver's license, or ability to obtain one; No more than two (2) moving violations within the last 12 month period; No more than six (6) violation points on your license within the last 24 months.
- CDL, or ability to obtain one;
- Some experience in the operation and routine maintenance of moderately heavy and heavy equipment;
- Some experience in the construction field.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to manipulate, fingers to handle, feel or operate objects, tools, or controls, and reach with hands and arms. The employee is frequently required to stand and walk. The employee is occasionally required to sit, climb, balance, stoop, kneel, crouch, or crawl, and talk or hear.

The employee must frequently lift and/or move up to 50 pounds, occasionally lift and/or move more. Specific vision abilities required by this job include close vision, distant vision, color vision, peripheral vision, depth perception, and ability to adjust focus. In addition, the employee must be able to rotate neck frequently, extend arms overhead frequently, and turn completely around from fixed stance.

TOOLS & EQUIPMENT USED:

Front-end loaders, trucks, tractors, street sweepers, graders, electric and gas powered tools, gradalls, backhoes, welding equipment, and other associated equipment used in the public works structures, facilities and projects.

ENVIRONMENTAL CONDITIONS:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in outside weather conditions, and is frequently exposed to wet and/or humid conditions, toxic or caustic chemicals, fumes, vibration, dust, pollen, airborne particles, rain, traffic hazards, bright/dim light and temperature extremes. The employee frequently works in high, precarious places, and regularly works near moving mechanical parts. The employee is occasionally exposed to risk of electrical shock. The noise level in the work environment is usually loud.

SELECTION GUIDELINES:

Formal application, evaluation of education, training and experience; oral interview and background, criminal, DMV, and reference check; job related tests may be required. The Village of Royal Palm Beach is a Drug Free Workplace and an Equal Opportunity Employer.

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.

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.

JOB DESCRIPTION HISTORY:

Created: 10/01/88

Revised: 03/12/98

Revised: 11/05/08

Revised: 04/03/17

Revised: 09/25/19