

JOB TITLE: STREET DIVISION FOREMAN (Hourly: Non-exempt)

ACCOUNTABILITY: Under the direction of the Street/Transportation & Recycling Superintendent.

JOB SUMMARY: Serves as leadperson for the Street Division of the Public Works Department; performs a variety of skilled and semiskilled manual labor in the construction, maintenance and repair of streets, storm sewers, dike, municipal facilities/grounds and equipment; drives trucks and operates light to heavy equipment depending on the job; assist in vector control; operates municipal burnpile; assists as needed with maintenance of parks, cemeteries, athletic fields and Recycling Center.

ESSENTIAL DUTIES AND RESPONSIBILITIES: Immediately supervises and assists in maintenance, repair and construction of streets, curbs, sidewalks, and storm sewer lines and inlets; may work alone; removes, forms and finishes concrete; checks vehicles and equipment for proper operating condition; operates vehicles and trucks up to 2 1/2 tons; operates small tractor, 4-wheel front end loader, scraper, dozer and roller; operates motor grader, truck with snowplow or loader in the removal of snow from streets; installs street signs and snow fences; operates truck with salt and gravel spreader; operates a motor grader in the maintenance of gravel streets; cuts down and removes trees from and stumps from right-of-ways and other City properties; flushes, repairs, tars and gravels streets; grades and rocks alleys; paints street markings; welds material; checks, maintains and repairs dike, and operates emergency flood pump station; works at City burnpile; mows City right-of-ways and private lots; sweeps streets; operates saw, router, tar kettle and ULV mosquito sprayer; observes streets, sidewalks and storm sewer structures for maintenance needs; completes written operating and time reports; evaluates employees.

ADDITIONAL DUTIES AND RESPONSIBILITIES: Completes and issues permits for sidewalks, curb cuts, paving cuts and general excavation; performs required paper and computer work; fills out and files City and State reports; assists Public Properties Division with maintenance of parks, cemeteries and other City-owned property and opening/closing of graves; assists in maintenance and operation of Recycling Center; assists Recreation Department with maintenance/preparation of athletic fields, performs related work as required.

SKILLS/ABILITIES: Ability to plan, schedule, instruct and supervise work of others as a lead person; ability to read and interpret grade stakes; ability to operate a computer; ability to lift minimum of 50 lbs. of concrete or other materials; knowledge of the maintenance of public grounds and facilities; knowledge of the materials, equipment, tools and techniques of maintenance and construction; knowledge of mechanical devices used; ability to operate light to heavy equipment; knowledge of operation and maintenance of trucks, light to heavy equipment and hand tools; ability to follow written and/or oral directions; knowledge of hazards of the work and safety precautions to be taken; ability to get along with others; ability to work evenings/weekends; ability to work 18 hour shifts with snow removal or other jobs; ability to work under adverse weather conditions; ability to operate a two-way radio; ability to climb up onto and down from equipment.

TRAINING AND EXPERIENCE: Graduation from high school and four years of experience in the operation of medium and heavy equipment and trucks and in skilled maintenance of streets, storm sewers, sidewalks and structures as a Maintenance Worker III, or similar work, plus 2 years of supervisory experience; one to two years of experience with various computer programs and functions; or any equivalent combination of experience and training.

SPECIAL REQUIREMENTS: Possession of a valid Class B Commercial Driver's License; and possession of a valid EPA pesticide applicator license in category (09) Public Health, or the ability to attain within one year.

Updated 1/2003