

CONSTRUCTION FOREMAN

DEFINITION STATEMENT

Under primary direction from the Director of Public Works, and secondary direction from the Director of Utility Services, administers, supervises, and performs inspection, maintenance, repair, and construction of highways, streets, roads, alleys, parking lots, curbs, sidewalks, other Right-of-Ways, storm drains, water lines, sewer lines, buildings, and other Public Works related infrastructure & facilities.

DUTIES – EXAMPLES OF WORK

Plans, organizes, schedules, directs, and individually assist's in various inspection, replacement, and/or construction of Public Works related infrastructure, facilities and buildings. May inspect construction of private improvements that impact the public right-of-way; Will coordinate with other divisions for routine and emergency snow removal and response to emergencies after regular scheduled work hours and days; Will conduct performance evaluations, and takes necessary disciplinary actions; May supervise or perform maintenance and housekeeping on buildings, grounds, equipment, and vehicles; Will drive and operate a variety of vehicles and equipment; Solicits bids and quotes, reviews and submits purchase requisitions, and monitors line item expenses; This is only an "example" of work duties, employee will be expected and required to perform other job-related duties as assigned by their supervisor.

QUALIFICATIONS & EXPERIENCE

Employee should have extensive knowledge of the materials, equipment, procedures, and practices employed in the demolition, construction and/or replacement of all components of public works and utilities infrastructure. Knowledge of workplace hazards and safety practices; Experience with cost estimating and budget formulation and control; Must be able to layout a comprehensive work plan to address simple and complex problems. Must have ability to interpret drawings, blue-prints, specification documents and other materials used in the design and construction process. Must be knowledgeable of the operation and light maintenance of a large variety of hand tools, and light-duty and heavy-duty equipment and vehicles used on the job; Must have capable oral and written communication skills to establish and maintain effective working relationships with employees, superiors, representatives of consulting services, and the general public, and provide appropriate guidance, maintain documentation, and generate reports.

TRAINING & SPECIAL REQUIREMENTS

A High School diploma or equivalent is required. A minimum of five (5) years of progressively responsible experience in the inspection, replacement, and/or construction of Public Works related infrastructure, facilities and buildings, including three (3) years "lead" or "supervisory" responsibility and experience. A combination of higher education and related experience may be considered for substitution; May be required to complete Inmate Supervisor Training within the first year of employment. Employee must possess a valid Commercial Drivers License Class "A", with a safe driving history and access to personal transportation.

Salary: \$4,602.35 - \$5,154.63 Monthly

Grade L

Full Time: Non-Exempt

Rev. 3/13/2025