

FOREMAN

Town of Springerville

Public Works Department

POSITION SUMMARY

This position reports directly to the Public Works Director. Responsibilities include supervising subordinate personnel in performing Public Works duties for the town. The Foreman also utilizes their knowledge and problem-solving skills in everyday practices toward duties to the Town. In addition to supervision of other personnel, the Foreman also has frequent contact with the general public and other town employees, maintaining amicable relationships with all parties. This position is non-exempt under FSLA.

ESSENTIAL FUNCTIONS

- Assists the Public Works Director in the assignment, direction and supervision of various crews in operation.
- Assumes responsibilities of the Public Works Director in his/her absence.
- Supervises inmate crew members.
- Operates, maintains, and assists with repairs to the Town machinery and equipment.
- Performs street and alley repairs, improvements and maintenance.
- Performs water and sewer repair, improvements and maintenance.
- Performs storm drain repair and maintenance operations.
- Performs street sign and signal maintenance and repairs.
- Provides snow and ice clearing and removal (seasonally).

ADDITIONAL FUNCTIONS

- Assists other departments as the need arises.
- Coordinates department activities with other city and county departments.
- Performs other duties as deemed necessary or assigned.

CERTIFICATIONS

- High School Diploma/GED
- Class B CDL with Tanker Endorsement (or ability to obtain within 6 months)
- At least 1 year of experience in a related field

POSITION REQUIREMENTS

Experience: Minimum of five years of experience in a comparative position. Employee expected to have acquired the necessary information and skills to perform the job reasonably well within one year of employment.

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Education: High School Diploma or GED. Associate degree, technical degree, or equivalent experience in a similar position is preferred.

Technical Skills: Thorough knowledge of construction techniques, equipment maintenance, and chemicals. Must be able to operate hand tools, trucks, loaders, tractors and other departmental machinery. Ability to communicate verbally and in writing along with reading and interpreting written instructions, manuals and maps are a necessity. Requires excellent mathematical and mechanical skills. Must possess knowledge in computer software applications, basic electrical systems and electronics.

Problem Solving: Makes decisions about performing necessary repairs and maintenance while ensuring that daily duties are performed in the safest most efficient manner.

Decision Making: Requires extensive decision-making skills. Supervises staff members in the field and on various projects and needs to possess the ability to make “split minute” decisions, especially those concerning the safety of the staff and the community.

Supervision: Supervises all Public Works technicians and inmates.

Financial Accountability: Directly responsible for the safe operation of departmental equipment. Participates in collection of data for the annual budget process.

Personal Relations: Maintains consistent contact with other Public Works staff members, Town employees, and the general public and maintains communication with such parties is a necessity.

Working Conditions: Some adverse working conditions exist within this position. Exposure to machinery, excessive noise and all types of weather conditions is to be expected. Limited exposure to human bodily fluids is possible.

Physical Requirements: Manual labor including the ability to walk, climb, reach, stoop, kneel, and lift heavy loads weighing up to 100 pounds.

The specific statements shown in each section of this description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to successfully perform the job.

The Town of Springerville is an Equal Opportunity Employer.
This job description last updated June 2023.