

STREET MAINTENANCE FOREMAN

POSITION SUMMARY

Works as a lead team member inspecting and performing semi-skilled and skilled operations, maintenance, and repair activities on the city's streets, alleys, and parking lots. Guides and trains employees on day-to-day functions within the department. Performs operations and routine maintenance on equipment including heavy equipment, trucks, and specialized equipment.

RESPONSIBILITIES

Essential Duties:

- Advanced operation of heavy equipment and machinery;
- Perform year-round routine maintenance, repair and construction of city streets, alleys and parking lots;
- Act as lead operator, to include organizing work teams and scheduling of daily tasks.
- Train and mentor Operators and Seasonal employees;
- May assume Chief Operator responsibilities in their absence as directed by Department Head.
- Responsible for coordinating with other Senior Operators to determine methods to complete assigned street Maintenance tasks;
- Provide and enforce work zone safety while maintaining traffic flow. Ensure state and federal regulations are followed;
- Perform routine and preventive maintenance of vehicles and equipment. May assist with major equipment maintenance and repair as assigned;
- Respond to and investigate problems and citizen complaints received and ensure resolution when assigned;
- Maintain computerized records and documents.
- Purchase departmental supplies and provide input for budget preparation.
- Perform on-call duties;
- Perform other duties of similar nature or level as required.

Knowledge, Skills and Abilities: (may vary according to area of assignment)

- General equipment mechanical, plumbing and electrical repair and diagnosis;
- Knowledge of road maintenance and construction techniques;
- Reading and comprehending maps, diagrams, and regulations;
- Ability to maintain physical and electronic files and records;
- Knowledge of City geography and street locations;
- Knowledge of and ability to use and maintain hand and power tools;
- Knowledge of and ability to use computers and applicable computer software and programs;
- Knowledge of and ability to operate and maintain equipment, tools, machinery, and systems;
- Knowledge of snow removal and ice control techniques;
- Knowledge of Public Works infrastructure;
- Ability to work in varying weather conditions;
- Ability to perform mathematical calculations;
- Knowledge of current safety practices;
- Working knowledge of Manual of Uniform Traffic Control Devices;

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Judgment/Decision Making:

- Perform duties within scope of general City policies, procedures, and objectives;
- Regularly use independent judgment to analyze problems and adapt guidelines to achieve desired results while leading a work crew or job;
- Exceptions to policies or procedures must be referred to supervisor;
- Make recommendations on departmental and city policies, procedures, and practices;
- Decisions must be accurate to ensure safety of employees and the traveling public;

RELATIONSHIPS

Leadership/Supervisory Responsibilities:

- Monitors performance and provides direction to Street Maintenance personnel in daily operations;
- Leads other employees in completing tasks while continuing to work alongside.
- Communicates with department staff face-to-face and through email as well as in confidential settings.
- May train employees on various type of trucks and equipment.
- Confers with manager about human resources, such as hiring, training, and operational issues;

Relations to Others:

- Position requires substantial contact on a regular basis with employees of several city departments, along with the public. Contact with the public usually will involve explaining city policies and procedures and complaint resolution.
- Encourage and portray through your leadership a departmental culture of teamwork and respect while maintaining a chain of command structure.
- Entrusted with sensitive information relating to employees and/or city policies or functions.
- Be alert for conflicts between employees within the Street Department or between city departments. Attempt to diffuse situations early if possible, utilizing proven methods of conflict resolution.
- Be innovative and creative if necessary to meet the needs of the citizens of the city.
- May make presentations to small groups of employees or the general public as requested.

SKILLS

Education and Experience:

- High School Diploma or General Equivalency Degree (G.E.D.) required.
- Three or more years' experience in street maintenance/road construction and/or heavy equipment operator experience.
- Or the equivalent combination of education and experience to successfully perform the essential duties of this position.

Special Requirements:

- Valid Driver's License (upon hire)
- North Dakota Class A Commercial Driver's License with air brakes, tanker endorsement (within 6

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- months);
- Road Scholar II Certification (within two years);
 - Forklift Certification (within 6 months)
 - NIMS-ICS 700. 100,200 certifications (within 6 months)
 - APWA Winter Maintenance Supervisor (within 6 months)

WORKING CONDITIONS

WORKING ENVIRONMENT

- Positions in this class typically require: climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, driving, pushing, pulling, lifting, grasping, talking, hearing, seeing, and repetitive motions.
- When needed, will be required to work overtime, weekends and holidays; in all weather conditions; under hazardous conditions; on congested roadways, obstructed roads, high structures; around operating equipment; in a noisy environment; with chemicals; and with the physical ability and stamina to perform strenuous physical work associated with roadway maintenance work. Most work will be performed outdoors.
- Incumbent may be subjected to moving mechanical parts, electrical currents, fumes, odors, dusts, gases, poor ventilation, body fluids, chemicals, inadequate lighting, work space restrictions and intense noises.
- Incumbent may be subjected to exposure to hazardous substances and the danger of death or disabling injuries due to exposure to the traveling public. Protective measures will be taken to protect employees but the traveling public does not always see or follow these measures. Incumbent must be aware at all times of the possibility these hazards and take necessary precautions.
- Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of forces constantly to move objects.

CLASSIFICATION: Grade 14

FLSA: Non-Exempt

Approved by City Commission: 5/16/2023

Updated: 12/2011; 01/02/18; 05/06/2020 by PW Director Zuroff, CA Joe Gaa, HR Nameniuk; 01/31/2022 by Ops. Mgr. Clem, HR Nameniuk; 5/2023-2023 Budget change – Title change from Senior Operator to Foreman, grade change from Grade 13 to 14, by Director Zuroff, HR Nameniuk 7/10/23