



Job Description

Job Title	Public Works Foreman	Department	Public Works
Reports to	Public Works Director	Salary Level	IX
Classification	Non-Exempt	Revision Date	05.01.2014

I. General Description

This position is responsible for supervising Public Works activities and projects as assigned by the Public Works Director, including operating City equipment and performing maintenance on public facilities.

II. Reasonable Accommodations

To perform this job successfully, an individual must be able to perform each essential job duty and physical demands satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

III. Essential Job Duties

1. Participate and supervise in the maintenance and operation of all Public Works facilities including water supply, wastewater and storm water systems, install culverts, clean streets and roads, install street signage, clean parking lots, harbor and dock facilities, snow removal, landfill and buildings and grounds.
2. Participate in patching cracked asphalt surfaces using hot plant.
3. Operate steam boiler or heat trace systems for thawing culverts and de-icing roads.
4. Dig ditches and backfill for water, fuel or drainage pipelines. Install drainage systems including culverts, man holes, catch basins, and heat trace components.
5. Operates cranes and forklifts required in the handling of freight at the City dock.
6. Perform manual labor as required in the maintenance, operation and installation of facilities, sometimes working under adverse weather conditions.
7. Supervise and participate in the repair of Public Works infrastructure including water supply and waste water facilities.
8. Operate all City-owned heavy equipment including backhoes, graders, light cranes, dozers, dump trucks, front end loaders and sanders and all small equipment.
9. May inspect small Public Works construction projects by working with contractors and suppliers as directed by Public Works Director.
10. Work with the Water/Waste Water Operators in locating water and sewer services.
11. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include training employees; assigning and directing work; appraising performance. May make recommendations or assist the Public Works Director with interviewing, hiring, rewarding, and discipline.



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IV. Knowledge, Skills and Abilities

Knowledge:

This position requires proficiency in the following areas:

1. Familiar with all Public Works facilities.
2. Construction techniques required in the maintenance and installation of Public Works facilities. Skilled in the operation of all Public Works equipment.
3. City ordinances and resolutions that pertain to Public Works services.
4. Understand OSHA and AKOSH safety standards and be able to conduct safety meetings.

Skills and Abilities:

This position must demonstrate the following skills:

1. Written and oral communication skills, problem-solving skills, and interpersonal skills.
2. Ability to communicate effectively, orally and in writing, with employees, consultants, other governmental agencies, City officials, and the general public.
3. Interact with the public in a courteous, helpful and professional manner.
4. Work with co-workers, outside agencies, and vendors in a professional manner.

V. Work Environment and Physical Effort

This position can be a physically strenuous and demanding job. He/she will be lifting, pulling and managing heavy equipment and objects. This position will have to work in all weather, and must be prepared for both extreme heat and cold. This position occasionally works near moving mechanical parts; in high, precarious places; and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration.

While performing the duties of this job, the employee is regularly required to walk; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and talk or hear. The employee frequently is required to sit.

This position must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

VI. Education and/or Experience

Education:

1. High school diploma or General Equivalency Degree (GED) at a minimum.

Experience:

1. Minimum of eight (8) years experience as a Public Works crewman with five (5) of those years as a heavy equipment operator.



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VII. Certification and Training

1. Must have a valid Alaska Drivers License with CDL endorsement.
2. National Incident Management System (NIMS) compliance training and certification.

VIII. Supervisory Responsibility

Directly supervises Heavy Equipment Operator
 Water/Waste Water Operator II/Heavy Equipment Operator when working as Heavy Equipment Operator
 Other positions as assigned by Public Works Director

IX. Scope of Employment

Regular, full time employment, non-exempt position.

X. Acknowledgment

I understand the duties of this position as detailed in this job description.

Employee: _____ Date: _____

This job description is accurate and has been reviewed with the above employee:

Supervisor: _____ Date: _____

This job description approved by:

	Initials	Date
Department Head:	_____	_____
City Manager:	_____	_____