

Title: Construction Foreman
PG: 47
Status: Civil Service
Position Reports to: Designated Supervisor
Department: Various

Class Code: 8082
Date: 09/08

GENERAL DESCRIPTION OF CLASS

This is skilled and supervisory work over employees engaged in the construction, installation, maintenance and repair of various municipal facilities. Work is received in the form of assignments from a technical supervisor as a result of complaints, work orders, inspections or general improvement program. Employee in this class instructs workers and crew leaders in work methods and procedures, inspects work in progress and upon completion. Work is reviewed through discussions and is subject to frequent inspection by a technical or administrative supervisor. Work is performed under the administrative direction of the Construction Supervisor, who reviews and evaluates performances through conferences, reports, and periodic field inspections.

ESSENTIAL FUNCTIONS:

1. Supervises crews of employees engaged in the construction, repair activities and maintenance of roads, streets, storm sewers and drainage ditches, or water and sanitary sewer lines.
2. Inspects work performed by contractors in construction repair to City facilities.
3. Checks for and reports code ordinance violations.
4. Maintains records of work, time, materials used, location and effectiveness of work performed; assists in the in-service training of employees; promotes instruction in safety and improved work procedures and methods; estimates and orders materials for work.
5. Forms, pours, and finishes curbs, driveway aprons, concrete floors, concrete steps, sidewalks, constructs manholes and basins; lays brick makes minor repairs on equipment necessary for work.
6. Assists in Performance Evaluation on employees in there down line.

ADDITIONAL RESPONSIBILITIES:

1. Performs related work as required.

KNOWLEDGE, SKILLS & ABILITIES:

1. Considerable knowledge of the materials, methods, techniques and equipment commonly used in major public works and utility construction and maintenance activities.
2. Considerable knowledge of the principles and practices applied to the construction and maintenance of roads, streets, storm sewers and drainage ditches, or water and sanitary sewer lines.
3. Skill in the use of basic hand tools and the operation of related complex power equipment.
4. Ability to lay out and supervise the work of a group of skilled and semi-skilled laborers performing various complex public works and related construction, maintenance and repair tasks in a manner conducive to full performance and high morale.
5. Ability to understand and follow moderately complex oral and written instructions, grade and line stakes and related routine engineering drawings.
6. Ability to establish and maintain effective relationships with supervisors, other City employees and the general public.

WORKING ENVIRONMENT/CONDITIONS:

Requires active work that involves walking or standing some of the time, exerting up to 10 pounds of force on a recurring basis, and routine keyboard operations.

The job risks exposure to environmental hazards such as adverse weather conditions, possible electrical hazards, wet, humid conditions, moving machinery, dusts, pollen, and bright lights.

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The job requires normal visual acuity and field of vision, hearing, speaking, color perception, sense of smell, depth perception, and texture perception.

QUALIFICATIONS (EDUCATION, TRAINING, AND EXPERIENCE):

1. High school diploma or its equivalent.
2. Five (5) years of experience in the construction, maintenance and repair of a variety of public works or related facilities, including five (5) years of supervisory experience.
3. An equivalent combination of education and experience that is determined to be directly related to the foregoing specific requirements may be substituted.
4. Completion of City University Level one (1) or completion within twelve (12) months.

SPECIAL REQUIREMENTS:

1. Must possess a CDL, Class "A" driver's license with appropriate endorsements as required by the employing department.
2. Must maintain a valid home telephone number.
3. Must be able to be on 24 hours standby for emergency callout.
4. May be required to pass and maintain training in: Traffic Control, Trenching and Shoring and Confined Space.
5. May be required to work overtime, or alternate hours, as necessary for the efficient operation of the department. Position may be designated as Mission Critical by Department Director.