AUGUST 2020
FLSA: NON-EXEMPT

PUBLIC WORKS FOREMAN

DEFINITION

Under direction, plans, schedules, assigns, reviews and supervises the work of crews assigned in Public Works fleet, facilities, City parks, water distribution and sewer, maintenance and operations functional areas, including the construction, maintenance, and repair of streets, sidewalks, signs, maintenance and repair of City buildings, vehicles and equipment, graffiti abatement, parks, park facilities, and weed control; coordinates assigned activities with other City departments and outside agencies; provides responsible and technical staff assistance; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from assigned management personnel. Exercises direct supervision over technical and maintenance staff.

CLASS CHARACTERISTICS

This is the full supervisory-level class in the public works series that exercises independent judgment on diverse and specialized code enforcement activities with accountability and ongoing decision-making responsibilities associated with the work. Incumbents are responsible for planning, organizing, supervising, reviewing, and evaluating the work of staff and for providing technical support to management in a variety of areas. Performance of the work requires the use of independence, initiative, and discretion within established guidelines.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations where appropriate so that qualified employees can perform the essential functions of the job.

- Plans, organizes, assigns, supervises, and reviews the work of staff assigned to the installation, maintenance, and repair of all City buildings and infrastructure including streets, medians, curbs, sidewalks, vehicles and equipment, water distribution and sewer, parks, trees, street signs and lighting, street painting/striping, and graffiti abatement in the Public Works Department; trains staff in work procedures; evaluates employee performance, counsels employees, and effectively recommends initial disciplinary action; assists in selection and promotion.
- Operates and maintains the City's distribution and sewer collection systems.
- Participates in the development of goals, objectives, policies and procedures for assigned services and programs; recommends and implements policies and procedures including standard operating procedures for assigned operations.
- Monitors activities of the Public Works maintenance unit; identifies opportunities for improving service delivery and procedures; provides recommendations concerning process changes; reviews with appropriate management staff; implements improvements.
- Determines and recommends equipment, materials, and staffing needs for assigned operations, projects, and programs; participates in the annual budget preparation; prepares detailed cost estimates; maintains a variety of records and prepares routine reports of work performance.

- Plans and lays out maintenance work projects; monitors and controls supplies and equipment; orders supplies and tools as necessary; prepares documents for equipment procurement; participates in the bid process for maintenance and repair projects.
- Supervises the use and operation of tools, equipment, and vehicles; ensures that tools, equipment, and vehicles are safely operated, maintained, and secured when not in use; schedules service, repair, and replacement of tools and equipment.
- Inspects work in progress and completed work of assigned employees and contractors for accuracy, proper work methods and techniques, and compliance with applicable standards and specifications.
- Coordinates assigned services and operations with those of other divisions and outside agencies.
- Provides staff assistance to management; prepares and presents staff reports and other written materials; supervises the establishment and maintenance of reports, records and files; ensures the proper documentation of operations and activities.
- Answers questions and provides information to the public; investigates and responds to complaints and inquiries from citizens, other departments, and agencies; recommends corrective actions to resolve issues.
- Coordinates activities in the event of emergency situations such as natural disasters, power failures, or mechanical failures.
- Performs the most complex public works maintenance duties and provides technical assistance to crews.
- Troubleshoots complex operational and maintenance problems; corrects or directs the correction and repair of operational and/or equipment problems.
- Maintains files, databases, and records related to public works maintenance and operations; prepares a variety of written reports, memoranda, and correspondence.
- Represents the City in meetings with members of other public and private organizations, community groups, contractors, developers, and the public.
- Ensures staff compliance with all City and mandated safety rules, regulations, and protocols.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, discipline, and the training of staff in work procedures.
- Principles and practices of leadership.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Basic principles and practices of budget administration and monitoring.
- Water distribution and sewer collection systems, operations and maintenance practices.
- Principles, practices, equipment, tools, and materials of construction, maintenance, and repair of public works infrastructure and fleet maintenance.
- Principles, practices, methods, and techniques of parks maintenance and operations.
- Principles and practices of commercial building codes.
- Principles and practices of heating, ventilation, and air conditioning (HVAC) systems.
- Methods, practices, materials, tools, and equipment used in the installation, repair, adjustment, and maintenance of equipment common to residential and commercial buildings.
- Methods, practices, materials, tools, and equipment used in the maintenance, repair, and installation of park fields, grounds, landscapes, and facilities.
- Principles, methods, materials, tools, and equipment used in carpentry, plumbing, electrical, irrigation and painting.
- Occupational hazards and safety equipment and practices related to the work.

- Applicable federal, state, and local laws, rules, regulations, and procedures relevant to assigned areas of responsibility.
- Principles and procedures of record keeping.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.

Ability to:

- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner
- Perform the most complex maintenance and operations duties and operate related equipment safely and effectively.
- Research and evaluate new service delivery methods, procedures, and techniques.
- Organize, implement, and direct construction, streets and parks maintenance and operations activities.
- Organize, implement, and direct park facilities, building and equipment maintenance and repair activities.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Read, interpret, retrieve, and produce drawings, blueprints, maps, specifications, and wiring diagnostics.
- Prepare clear, effective, and accurate reports, correspondence, and other written materials.
- Maintain accurate logs, records, and written records of work performed.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education:
Equivalent to completion of the of the twelfth (12^{th}) grade; supplemented by specialized courses in construction and building maintenance; any combination of education and/or experience that has provided the knowledge, skills and abilities necessary for satisfactory job performance.

Experience:
Five (5) years of increasingly responsible experience in public works maintenance and operations of which two (2) years should be in a supervisory or lead capacity.

Licenses and Certifications:

- Possession of a Grade II Water Distribution License.
- Possession of a valid California Driver's License to be maintained throughout employment.
- Possession of, or ability to obtain within six (6) months from date of appointment, a Class B California Driver's License with tanker endorsement and medical certificate to be maintained throughout employment.

PHYSICAL DEMANDS

Must possess mobility to work in the field; strength, stamina, and mobility to perform medium to heavy physical work; to sit, stand, and walk on level, uneven, or slippery surfaces; frequently reach, twist, turn, kneel, bend, stoop, squat, crouch, grasp and make repetitive hand movement in the performance of daily duties; to climb and descend ladders, to operate varied hand and power tools and construction equipment, and to operate a motor vehicle and visit various City sites; and vision to inspect and operate equipment. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards. Finger dexterity is needed to operate and repair tools and equipment. Employees must possess the ability to lift, carry, push, and pull materials and objects averaging a weight of 50 pounds or heavier weights, in all cases with the use of proper equipment and/or assistance from other staff.

ENVIRONMENTAL ELEMENTS

Employees work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, hazardous physical substances and fumes, dust and air contaminants. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.