



JOB DESCRIPTION

TITLE: Streets Foreman
DEPARTMENT: Public Works / Streets Division
GRADE: 14
FLSA: Non-exempt
EEO DESIGNATION: Skilled Craft Workers
REVISION DATE: 07/01/2018

POSITION SUMMARY

The Streets Foreman works under the direction of the Streets Manager. This is a working supervisor position that performs routine construction, operations and maintenance of the City's streets or storm water system. This position works with and directs the efforts of a crew in the construction, operations and maintenance of the City's streets or storm water system. This position also performs other related work as required and directed by the Streets Manager.

ESSENTIAL FUNCTIONS:

- Acts as crew leader in the absence of the Streets Manager or as assigned.
- Is involved in training, motivating and directing 2-5 employees, assigns & monitors work progress.
- Ability to be on call 24 hours a day, 7 days a week as needed.
- Responds to customer complaints in person, or by phone or email. Must be able to communicate with tact and skill when dealing with the public.
- Ability to furnish and obtain information from other departments and share information with others at city meetings or in written reports or presentations.
- Assists in budget preparation and tracking expenditures throughout the year.
- Prioritizes work on the job sites; monitors work process; ensure work efforts are focused on the assigned job; reviews work zone safety set-ups and ensures work zone safety protocols.
- Takes responsibility for completion of maintenance and construction assignments requiring the use of a variety of hand tools and light to heavy equipment.
- Takes responsibility for the maintenance of assigned tools and for the cleanliness and good working order of vehicles and equipment.
- Must demonstrate a high level of skill operating backhoe, trackhoe, motor grader and vector truck.
- Must be able to follow verbal and written instructions and communications from supervisor.
- Participates in snow removal.
- Must be available for 24 hour emergency response.
- Performs other duties as needed or assigned.

MINIMUM QUALIFICATIONS:



JOB DESCRIPTION

- Graduation from High School or GED equivalency, plus any special training in the areas of street construction or maintenance and a minimum of four years of progressively responsible experience performing the above or related duties. Experience in all aspects of street related maintenance and repairs.
- The ability and knowledge to effectively operate heavy equipment is also required. Must possess a valid State of Utah Class “A” Commercial Driver’s License.
- Must have at least four of the following certifications: Trench Safety, Confined Space, Flagger, LTAP I, II, III Certification.
- Must have 10 hours of OSHA training.

KNOWLEDGE, SKILLS AND ABILITIES

- Must be able to communicate effectively both verbally and in writing, including email correspondence, keeping logs, writing reports, and making presentations at City meetings.
- Must have good computer skills and proficiency in Microsoft Office (Outlook, Word, Excel, Powerpoint).
- Must have basic knowledge of budgeting processes and purchasing materials and equipment.
- Relative knowledge of the policies, procedures, equipment, and materials required for effective street related operations, maintenance and repairs.
- Have knowledge of State of Utah Commercial Driver License rules and regulations.
- General knowledge of safety practices and procedures required.
- Perform heavy manual tasks for extended periods of time.
- Ability to organize and plan work assignments after instructions are given and complete a wide variety of maintenance activities.
- Be skilled in interpersonal relations in order to deal effectively with the public and other City employees.

WORKING CONDITIONS AND PHYSICAL DEMANDS:

Must be able to lift at least 50-100 pounds and climb onto tall or large equipment. While performing the duties of this job, the employee is required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk, hear, and or smell. Performance of duties requires working in varied weather conditions such as extreme cold or hot conditions. The employee is occasionally exposed to wet or humid conditions, moving mechanical parts, fumes, or airborne particles, toxic or caustic chemicals, outside weather conditions, and high levels of noise. In the performance of the duties of the maintenance technician, there will also be the requirement to work in dusty and greasy conditions. This position has exposure to stressful situations as a result of human behavior. Work is often performed under deadlines and time constraints.

The City of Draper is an equal opportunity employer without regard to race, color, religion, national origin, disability, genetic information, sex or age. The intent of this job description is to provide a representative summary of the major responsibilities and duties performed on the job. It is not intended to be an exhaustive list of all job-related duties and responsibilities that an employee may perform. An employee in this position will be required to perform any other job-



JOB DESCRIPTION

related duties required by their supervisor. This job description is not intended to and does not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.