

Title: Street Crew Foreman

FLSA Status: Non-Exempt

SAFETY STATUS: Safety Sensitive Position

BRIEF DESCRIPTION:

The purpose of this position is to oversee Street Crews and ensure all job tasks are completed. This is accomplished by monitoring progress and duties for semi-skilled and unskilled manual laborers, while providing field oversight when working in City Right-of-Way. Other duties include but not limited to operating heavy equipment and assisting other Public Works Departments as needed. Reliable and regular attendance is a necessary component of job/position.

REPORTS TO:

This position reports to the Street Department Superintendent.

SUPERVISES:

This position supervises Street Department Personnel in the absence of the Street Superintendent.

ESSENTIAL FUNCTIONS:

Note: This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed by any single incumbent in this position. Additionally, please be aware of the legend below when referring to the physical demands of each essential function.

(S) Sedentary	(L) Light	(M) Medium	(H) Heavy	(V) Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally; 10 lbs. frequently; or negligible amounts constantly; OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally; 10-25 lbs. frequently; or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally; 10-25 lbs. frequently; or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally; 50-100 lbs. frequently; or up to 20-50 lbs. constantly.

#	Code	Essential Functions	% of Time
1	H	Assigns work to laborers engaged in predominantly manual work and inspects their progress in the absence of the Superintendent; Directs and participates in field operations such as maintenance and construction of streets, curbs, pavement markings, alleys, signs and drainage systems; Assists semi-skilled and unskilled workers by leading labor crews in performing less complex work in the construction, repair or maintenance of city facilities; Provides for oversight of equipment and vehicles to ensure a safe and productive work environment; and performs other assigned duties as required by Street Superintendent.	60%
2	M	Assists in planning work schedules to meet current and future work progress, methods and quality; Operates various type of manual, electrical or pneumatic power equipment; Assists Street Department Superintendent with development and implementation of various programs; Makes oral reports concerning the progress	25%

		of the work to the Superintendent or Director of Public Works; Analyzes and resolves work problems, or assists workers in solving work problems; Performs manual labor when necessary and as directed.	
3	L	Recommends the purchase of supplies and equipment; Promotes teamwork and staff development; Assists Superintendent in interpreting policies to workers and enforces safety regulations; Suggests changes in working conditions and use of equipment to increase efficiency of work crews.	15%

JOB REQUIREMENTS:

-Description of Minimum Job Requirements-

Formal Education	Work requires knowledge of a specific vocational, administrative, or technical nature that may be obtained with six-months/one year of advanced study or training past the high school equivalency. Community college, vocational, business, and technical or correspondence schools are likely sources.
Experience	Over one year up to and including three years.
Supervision	Work requires functioning as a lead worker performing essentially the same work as those directed and includes overseeing work quality, training, instructing, and scheduling work.
Human Collaboration Skills	Work may require providing advice to others outside direct reporting relationships on specific problems or general policies. Contacts may require the consideration of different points of view to reach agreement. Elements of persuasion may be necessary to gain cooperation and acceptance of ideas.
Freedom to Act	Receives Direction: Within this job, the employee normally performs the duty assignment after receiving general instructions as to methods, procedures, and desired end results. The employee has some opportunity for discretion when making selections among a few, easily identifiable choices. The assignment is usually reviewed upon completion.
Technical Skills	Skilled: Work requires a comprehensive, practical knowledge of a technical field with use of analytical judgment and decision-making abilities appropriate to the work environment of the organization.
Fiscal Responsibility	Has no budgetary/fiscal responsibility..
Reading	Intermediate - Ability to read papers, periodicals, journals, manuals, dictionaries, thesauri, and encyclopedias. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.
Math	Intermediate - Ability to deal with system of real numbers; practical application of fractions, percentages, ratios/proportions and

	measurement. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.
Writing	Basic - Ability to write simple sentences containing subject, verb, and object, and/or series of numbers, names, and addresses. Ordinarily, such education is obtained in elementary school up to high school. However, it may be obtained from experience and self-study
Certification & Other Requirements	Valid Class C driver's license and a good knowledge of principles, and practices and methods of construction, ability to operate small machines, tools, or complex types of power equipment. Basic computer skills are required to complete reports, memos, and to receive and send e-mail correspondences.

OVERALL PHYSICAL STRENGTH DEMANDS:

-Physical strength for this position is indicated below with "X"-					
Sedentary	Light	Medium	X	Heavy	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	X	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C Continuously 2/3 or more of the time.	F Frequently From 1/3 to 2/3 of the time.	O Occasionally Up to 1/3 of the time.	R Rarely Less than 1 hour per week.	N Never Never occurs.
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Note: This is intended as a description of the way the job is currently performed. It does not address the potential for accommodation.

-Physical Demand-	-Frequency-	-Brief Description-
Standing	C	making presentations, observing work site, observing work duties, communicating with co-workers
Sitting	C	desk work, meetings, driving
Walking	F	to other departments/offices/office equipment, around work site
Lifting	O	files, supplies, equipment
Carrying	F	files, supplies, equipment
Pushing/Pulling	O	file drawers, tables and chairs
Reaching	R	for supplies, for files
Handling	C	Paperwork
Fine Dexterity	F	computer keyboard, calculator, telephone pad, calibrating equipment
Kneeling	R	filing in lower drawers/shelves/ground
Crouching	F	filing in lower drawers, retrieving items from lower shelves/ground
Crawling	O	under equipment
Bending	F	filing in lower drawers, retrieving items from lower

		shelves/ground, making repairs
Twisting	F	from computer to telephone, getting inside vehicle
Climbing	R	onto equipment
Balancing	R	on ladders, on equipment
Vision	C	observing work site, reading, computer screen
Hearing	C	communicating with co-workers and public and on telephone, listening to equipment
Talking	C	communicating with co-workers and public and on telephone
Foot Controls	C	driving, operating heavy equipment
Other (specified if applicable)		

MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:

Dump truck, blade, loader, bobcat, backhoe, sweeper, shovel, chainsaw, saw cut machine, weed eater, pole saw, Microsoft Office, Microsoft Outlook

ENVIRONMENTAL FACTORS:

C Continuously	F Frequently	O Occasionally	R Rarely	N Never	D Daily	W Several Times Per Week	M Several Times Per Month	S Seasonally	N Never
-Health and Safety Factors-									
Mechanical Hazards		C			Daily	Several Times Per Week	Several Times Per Month	Seasonally	Never
Chemical Hazards		O							
Electrical Hazards		R							
Fire Hazards		R							
Explosives		N							
Communicable Diseases		R							
Physical Danger or Abuse		N							
Other (see 1 below)		N							

(1) N/A

PROTECTIVE EQUIPMENT REQUIRED:

Hard hat, safety vest, safety glasses, gloves, back belt, ear plugs, steel-toe boots

NON-PHYSICAL DEMANDS:

F Frequently From 1/3 to 2/3 of the time	O Occasionally Up to 1/3 of the time	R Rarely Less than 1 hour per week	N Never Never occurs
-Description of Non-Physical Demands-			-Frequency-
Time Pressure			O
Emergency Situation			R
Frequent Change of Tasks			O
Irregular Work Schedule/Overtime			R
Performing Multiple Tasks Simultaneously			F

Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	O
Noisy/Distracting Environment	O
Other (see 2 below)	N

(2) N/A

PRIMARY WORK LOCATION:

Office Environment		Vehicle	
Warehouse		Outdoors	X
Shop		Other (see 3 below)	
Recreation/Neighborhood Center			

(3)N/A

SIGNATURE – REVIEW AND COMMENTS:

I have reviewed this description and understand the requirements and responsibilities of the position.

Signature of Employee

Date

Job Title of Supervisor

Signature of Supervisor

Date

Job Title of Department Head

Signature of Department Head

Date

Comments: _____

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required. This description is subject to modification as the needs and requirements of the position change.