

<p>Village of Roselle Position Description</p> 	Job Title	Public Works Foreman
	Department	Public Works
	Employment Status	Full Time
	FLSA Status	Non-Exempt
	Union	International Union of Operating Engineers, Local 150
	Date Approved/Revised	April 13, 2022

Scope of Work

This position serves as the foreman in charge of directing and overseeing routine activities of divisional employees, work group operations, and contracted work. This position exercises considerable on-site independence in determining how to accomplish assigned tasks and is responsible and accountable for efficient assignment of workers and use of resources. This position recommends to management improved methods and procedures for more efficient operations and scheduling.

This position performs work of a skilled nature, which requires special training, education and/or experience and involves participating in, overseeing and coordinating the activities of a group of workers with varying skill levels in a variety of construction, maintenance, and repairs. Work will also include performing construction, maintenance, and repair functions to Village equipment, buildings, and other infrastructure including the operation of heavy equipment and related machinery in compliance with all local, state and federal laws, policies, rules and regulations.

This work involves receiving and responding to services requests, inquiries, and complaints from internal and external customers such as employees, residents and contractors. This position may be required to work weekends, holidays, and overtime and will be on-call to respond to emergencies, as needed.

Supervision

Received	Public Works Manager and/or other management personnel in the Public Works Department
Exercised	Oversight and direction is provided to lead workers, workers, and contractors

Essential Job Functions

- Plans, coordinates, directs, assigns, develops and reviews work activities of divisional personnel in all phases of job duties to ensure compliance with laws, rules, regulations, and best practices. Reports accomplishments of scheduled work activities. Monitors productivity, verifies work crew progress and follows up to make sure job is completed in a timely, efficient, and acceptable manner.

Essential Job Functions (Continued)

- Performs a variety of skilled maintenance, repair and construction work. Directly involved in maintenance and construction activities. Maintains a basic operating knowledge of all equipment within the Public Works Department and trains employees in the use of such equipment
- Anticipates existing or potential problems, circumstances, activities or events that may affect the division and keeps management apprised.
- Directs the regular maintenance, cleaning and/or replacement of Village's infrastructure.
- Ensures heavy equipment, manpower and materials are delivered on time to each work site.
- Works with the Public Works Manager to establish preventative maintenance programs and a system for rapid response to citizen complaints.
- Ensures equipment is appropriately maintained and is kept in proper operating condition. Routinely inspects equipment and facilities and addresses deficiencies or provides recommendations for improvements. Recommends new equipment purchases and/or changes in existing equipment.
- Stays abreast of new trends and innovations in public works and all associated regulations, policies and laws.
- Gathers information, uses facts, data and quantitative measurements to assess outcomes, proposes solutions, tracks quality and enables improvement. Makes appropriate judgments and/or decisions and uses resources efficiently and effectively.
- Oversees the underground locating (JULIE) system.
- Serves on various committees as assigned.
- Coordinates staff scheduling including vacations, absences, and overtime and the shifting of personnel with the Public Works Manager.
- Provides feedback to Public Works Manager regarding employee performance. May participate in annual performance evaluations and interview process of divisional employees.
- Reports personnel issues to the Public Works Manager and assists in resolving conflicts within the division.
- Prepares, coordinates, and reviews quotes, proposals, and estimates for contract work, materials, and equipment. Consults with Public Works Manager on awarding contracts and overseeing work performed by contractors. Prepares purchase orders, assigns account numbers and processes invoices as appropriate.
- Advises the Public Works Manager on the need to include various projects, equipment, capital improvements, or other divisional needs in the annual budget including the development of budget request forms.
- Forecasts operational needs and assists with ordering of supplies, materials and equipment for the division.
- Ensures projects undertaken stay within budgetary limits; ensures Departmental quality and productivity standards are met. Coordinates projects with other departments, agencies, contractors, public, etc.; oversees and monitors the work of contractors.
- Oversees work activities to ensure that they are performed safely in accordance with loss control policies and applicable regulations.
- Communicates risk policies, procedures, and processes; oversees proper worker safety; assists in providing safety education and training. Ensures crew safety and adequate work site protections are in place through maintaining an awareness of worker safety guidelines and procedures and applies these in performing daily activities and tasks. Adheres to all department, Village safety policies, and safe work practices.
- Completes, reviews, and signs off on risk management paperwork and may participate on Department's safety committee and/or accident review committee.

Essential Job Functions (Continued)

- Prepares, completes and maintains a variety of reports, records, forms and correspondence; provides feedback regarding performance evaluations; maintains records regarding manpower, equipment and materials; prepares and maintains schedules.
- Provides input, maintains, enforces, and implements work processes, policies, programs, procedures and methods to maximize operational effectiveness and efficiency.
- Thorough knowledge of the organization's policies and procedures, employee manual, labor contracts, Department's Standard Operating Procedures and Safety Practices.
- In case of emergency, performs responsible duties in the planning and execution of emergency operations. Participates in emergency task groups to assist in evaluating the department's emergency and safety procedures.
- Carries out work priorities for emergency and scheduled repair projects. Responds to and calls out others to respond to emergencies.
- Provides effective and efficient customer service; promotes and maintains responsive community relations. Investigates service concerns and deals directly with the public and/or staff to resolve service disputes and provides the highest quality of service in an impartial manner within the policies and framework established by the Village. Promotes a positive Village image, constructive working environment, and fosters pride and professionalism in the workplace and community. Communicates directly and often face-to-face with customers on a wide range of public works issues; prepares service requests to resolve problems.
- Assures staff is properly trained in the use of equipment and in the proper work practices, application of standard maintenance/repair method, techniques, procedures and safety in the workplace. Conducts and coordinates training for department personnel.

Other Job Functions

- Contributes to a positive group environment by:
 - Complying with all safety policies, practices, and procedures, and reporting all unsafe activities to supervisor and/or Public Works Director.
 - Participating in proactive team efforts to achieve departmental and Village-wide goals;
 - Assisting other co-workers on special projects as required; and
 - Providing leadership to others through example and by sharing knowledge and skills.
- Ability and willingness to respond to emergencies twenty-four (24) hours a day, seven (7) days a week and carry a wireless communication device.
- Participation in scheduled weekend and holiday overtime activities.
- Performs related Public Works duties as assigned in a wide variety of weather conditions and exposure to the elements to include snow and ice control, water main repairs, sanitary sewer repairs, and other duties or additional village-wide programs.
- Assists with the inspection, operation, and maintenance of village infrastructure.
- Assists with compiling all required data, regulatory reports, daily activity records, and equipment repair reports.
- Performs related duties as assigned.

Requirements of Work

Minimum of six years' experience in a Public Works Department with experience in a lead capacity in the Village's Public Works Department preferred. Possess vocational/technical training in construction, public works, or maintenance and repair field. Possess certifications or licenses appropriate to divisional operations. Degree in field of study related to municipal public works operations is strongly preferred; or any equivalent combination of training and experience which provides the following knowledge, ability and skills:

Knowledge of

- Principles, practices, policies, procedures, methods, tools and materials used in municipal public works operations.
- Operational and preventative maintenance practices applicable to Village-owned equipment, infrastructure, and facilities.
- Traffic regulations, laws, ordinances, and rules.
- Applicable safety procedures and precautions. Ability to enforce said standards as required.
- Occupational hazards involved, and the precautions necessary, to safely conduct operations.
- Infrastructure maintenance and construction methods, operations, techniques, material needs, and staffing requirements.
- Methods and techniques used to supervise and motivate labor and trade workers.
- Working in a union environment.
- Municipal operations, engineering and budgetary considerations.
- Applicable local, state and federal laws and regulations.

Ability to

- Plan, organize and direct operations and a group of workers in a manner conducive to full performance and high morale.
- Communicate effectively, both orally and in writing.
- Establish and maintain effective working relationships with peers, subordinates, supervisor, management, regulatory agencies/officials, other governmental units and the general public.
- Understand and follow complex oral and written instructions, as well as read and understand engineering plans, specifications, blueprints, diagrams and as-built drawings.
- Critically analyze and process problems and to use sound judgment in arriving at an effective and appropriate solution.
- Make decisions, recognize established precedents and practices, and to use resourcefulness in meeting new or unanticipated problems.
- Operate construction and heavy equipment such as skid steers, backhoes and end loaders.
- Utilize technology including computers and software to manage and operate the division.
- Keep accurate records and prepare routine reports from such records.
- Handle multiple tasks simultaneously and in a timely manner.
- Prioritize, organize and delegate assignments in a timely manner.

Requirements of Work (Continued)

Skill in

- Establishing goals and objectives.
- Assisting in the development of maintenance programs.
- Assisting in the evaluation of procedures and standards
- Implementing safety procedures and training programs and assisting in evaluating existing programs/procedures.
- Using computer hardware and software, including effectively utilizing Microsoft Word, Excel, PowerPoint, Outlook, GIS, email, calendar, job specific software, etc.
- Dealing tactfully, courteously and professionally with all with whom the position must come in contact, exercising sound and effective judgment in doing so.
- Using staff and equipment effectively and efficiently in order to address and complete all assigned tasks.
- Using basic repair tools and procedures and operating/controlling the actions of equipment, machinery, tools, and/or materials used in performing job functions.
- A wide variety of construction and maintenance techniques.
- Working cooperatively with others including the public, elected officials, and other Village employees.

Necessary Special Requirements

- High School diploma or equivalent.
- Minimum of six (6) years of progressively responsible public works maintenance experience; or an equivalent combination of training and/or experience.
- Possession of a valid Illinois Driver's License by the time of employment.
- A current and valid Illinois commercial (CDL) motor vehicle operator's license with appropriate endorsements, or receipt of one within six (6) months of commencing employment. Possession of a CDL is a condition of ongoing employment.
- Pass a work related physical proficiency test and pre-employment physical examination and drug and alcohol screen.
- Any equivalent combination of experience and education that provides the required knowledge, skills and abilities.
- National Incident Management System (NIMS) training as required.
- Depending on the divisional responsibilities assigned to this position additional knowledge, licenses and certifications may be required such as, but not limited to:

Water Foreman Position

- Knowledge of the regulatory requirements, work operations, methods, and techniques used in the maintenance, repair, installation and construction of municipal water production, metering and distribution system facilities, equipment and systems.
- Possession of a minimum Class "D" Water Operator's License (as issued by the Illinois EPA) at the time of application and commencing employment. If determined necessary by the Village, ability to successfully obtain a Class "C" Water Operator's License within twelve (12) months.

Necessary Special Requirements (Continued)

Streets, Storm and Forestry Foreman Position

- Knowledge of Public Works right-of-way work operations, methods and techniques used in the maintenance, repair, installation and construction of street, sidewalk, curb/gutter, stormwater drainage facilities, street lights, street signs, storm sewer, forestry and landscape maintenance.

Fleet and Facilities Foreman Position

- Knowledge of journey to master level automotive and heavy equipment systems and their maintenance and repair, including gasoline and diesel powered automotive and construction equipment, police and fire vehicles/equipment and up-to-date computer testing equipment.
- Knowledge of building systems and their operations, maintenance and repair including electrical, plumbing, sprinkler, HVAC, carpentry, roofing, building, etc.
- Formal training in the maintenance and repair of gasoline and diesel vehicles and equipment. National Institute for Automotive Service Excellence (ASE) Certification as a Master Automobile Technician and/or Master Heavy Duty Truck Technician is required.
- EVT certification (as issued by the Emergency Vehicle Technician Certification Commission) is desired at the time of application and commencing employment or if determined necessary by the Village, the ability to successfully obtain within twelve (12) months.
- Supplemental courses in technical areas related to the field of Building Maintenance.

Wastewater Foreman Position

- Knowledge of the regulatory requirements, work operations, methods, and techniques used in the maintenance, repair, installation and construction of municipal wastewater treatment facilities, lift stations, sanitary collection system, equipment and systems.
- Possession of a minimum Class 1 Wastewater Operator's License (as issued by the Illinois EPA), or receipt of one within twelve (12) months of commencing employment or transfer into position. A minimum of a Class II Wastewater Treatment Plant Operator's Certificate at time of application and commencing employment. If determined necessary by the Village, ability to successfully obtain a Collections Certification Wastewater Operator's License within twelve (12) months.

Physical Demands

Standard

- Physical ability to sit, stand, walk, climb, balance, stoop, kneel, bend, crouch, crawl, smell and other continuous physical activity; using heavy power assisted tools and/or working in very awkward positions frequently.
- Physical ability to reach items with arms and hands and manual dexterity and fine motor skills sufficient to perform all essential and additional job functions and basic requirements listed above.
- Physical ability to see close, at a distance, and with peripheral vision as well as adjust vision focus and distinguish objects and colors.
- Physical ability to hear ordinary conversation, such as questions from residents as well as other sounds, including the back-up alarm on trucks or other equipment, radio-dispatched calls and/or signals, and calls for help from a co-worker, etc.

Position Specific

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Extensive medium heavy physical activity performing strenuous daily activity at loud to very loud noise levels in an outdoor environment exposed to changing conditions such as extreme heat and cold, high winds, rain or snow storms, flood conditions, etc. including:

- Work is performed in both an office and outdoor setting; hand-eye coordination is necessary to operate computers and various pieces of office equipment.

Physical Demands (Continued)

- Physical working conditions which may provide exposure to air contaminants such as dust, fumes, smoke and disagreeable odors. Ability to smell sewer gases, Nicor/natural gas problems and other hazardous odors.
- While performing the duties of this job, the employee frequently is required to stand and talk or hear; use hands and fingers to handle, feel, or operate objects, tools, or controls and reach with hands and arms.
- The employee must be able to frequently lift and/or move more than 50 pounds and occasionally up to 100 pounds.
- Specific vision abilities required by this job include close vision and the ability to adjust focus.
- While performing the duties of this job, the employee often works in outside weather conditions. The employee occasionally works near moving mechanical parts; in precarious places; and is occasionally exposed to wet and/or humid conditions, disease and smoke, extreme cold, extreme heat, and vibration.
- Physical activity involving sitting, standing, walking, balancing, bending, crouching, crawling, climbing, kneeling, pushing, pulling, reaching, rotating, squatting, stepping, stooping, twisting and/or working in very awkward positions frequently.
- While performing the duties of this job, the employee frequently is required to stand and talk or hear; use hands and fingers to handle, feel, or operate objects, tools, or controls and reach with hands and arms. Includes physical activity involving reaching with hands and arms for an extended period. Hand-eye coordination is necessary to operate various pieces of equipment. While performing the duties of this job, the employee often uses heavy power assisted tools and/or works in awkward positions.
- Physical working conditions may provide exposure to vibration while inspection of, working on or operating a piece of equipment.
- Physical working conditions that may provide exposure to a variety of grades, elevations, heights, underground, working surfaces and traffic conditions.
- Primary functions require the employee to be fully ambulatory and possess physical dexterity to work in a field environment.
- Physical working conditions that may require work with manholes and/or confined spaces.