

DRAINAGE MAINTENANCE FOREMAN

PURPOSE AND NATURE OF WORK

Position is responsible for scheduling, assigning and supervising the work of foremen and crews engaged in maintenance, repair and some construction of drainage systems. Duties include requisition of supplies and materials, inspecting work in progress, ensuring proper procedures are followed, keeping attendance records and making operational reports. Position supervises foremen and crews, and performs work under the general supervision of the Drainage Superintendent.

ILLUSTRATIVE EXAMPLES OF WORK (Note: These examples are intended only to illustrate the various types of work performed by incumbents in this class. All of the duties performed by any one incumbent may not be listed, nor does any incumbent necessarily perform all of these duties.)

Schedules, assigns and supervises the daily work activities of labor foremen and work crews engaged in installing new subsurface drains, flushing and repairing existing subsurface drains, cleaning and excavating open ditches and coulees, herbiciding roadways, and erosion control along coulees. Inspects contracted cleaning, herbiciding and fence repairs along coulees. Conducts safety meetings, inspects equipment, checks daily work reports, prepares monthly accomplishment reports, investigates drainage complaints and makes determinations as to the work that needs to be performed. Ensures that foremen and crews have necessary materials and equipment to perform assignments. Contacts various utility companies for line locations, investigates complaints from citizens, inspects equipment, counsels subordinates and evaluates employee work performance.

Performs related work as required.

NECESSARY KNOWLEDGE, ABILITIES, AND SKILLS

Knowledge of methods, materials and equipment employed in the maintenance and repair of drainage systems.

Knowledge of the hazards involved in drainage maintenance work and the necessary safety precautions to be taken.

Some knowledge of administrative practices and procedures related to public works administration.

Ability to schedule, assign, supervise and coordinate the work of foremen and crews.

Ability to prepare routine reports.

Ability to establish and maintain effective working relationships with public officials, employees and the public.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from high school and considerable experience in the drainage field, including supervisory experience; or any equivalent combination of training and experience.