

STREET MAINTENANCE FOREMAN

PURPOSE AND NATURE OF WORK

Position is responsible for scheduling, assigning and supervising the work of foremen and crews engaged in repairing streets, sidewalks, and curbs; street sweeping; and reconstruction and grading of roads and shoulders. Duties include inspecting work in progress, ensuring proper procedures are followed, keeping attendance records, and preparing operational reports. Position supervises foremen and crews, and reports to the Street 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.)

Reviews work to be scheduled with supervisor, and assigns work to crews. Checks to see that crews have the necessary personnel, materials and equipment to perform assigned tasks. Requisitions supplies and materials. Supervises, inspects and coordinates the work of crews in the field. Conducts inspections to determine work needed. Assists engineering division with determination of target areas for contracted patching. Depending on area of assignment, schedules pothole repair crew, schedules mason crews, or oversees street sweeping operations. Investigates citizen complaints. Prepares attendance reports and operational reports.

Performs related work as required.

NECESSARY KNOWLEDGE, ABILITIES, AND SKILLS

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

Knowledge of the hazards involved in the work, and necessary safety precautions.

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 establish and maintain effective working relationships with elected officials, employees, and the general public.

DESIRABLE TRAINING AND EXPERIENCE

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