

**POSITION DESCRIPTION**  
**City of Brewer**  
**Public Works Department**

**Class Title: Foreman**  
Department: Public Works  
Date: August 8, 2019

Revision Date: August 8, 2019  
Union: NA  
Location: City of Brewer, Maine

**GENERAL PURPOSE**

Oversee the outside crew personnel and operations; assist in the scheduling of projects and personnel, efficiently operate, when needed, a variety of specialized equipment and trucks utilized in construction; skillfully perform a variety of tasks in the maintenance of streets, sewers, storm drainage systems; help promote a safe workplace and proper general maintenance of City equipment.

**SUPERVISION RECEIVED**

Works under the direct supervision of the Public Works Director

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

Assist Director in the coordination and scheduling of crew members and projects

Performs on-site project inspections and goes over progress and scheduling with assigned Crew Leader(s)

Provides direct on-site leadership for large scale department projects

Oversees all Crew Leaders, HEOs, LEOs and laborers of the public works department

Works with the Director of Public Works to order materials, call in dig safes, schedule subcontractors and prepare for all aspects of assigned projects

Serves as the winter maintenance on-call Foreman from approximately November 1<sup>st</sup> thru March 31<sup>st</sup>, actual dates may differ and will be set by the Director on an annual basis.

Required to make arrangements with the Director and Crew Leaders for scheduled time off

Practices and helps enforce department safety policies and code of ethics with all crew members

Operates all Public Works Department heavy and light equipment when needed including but not limited to: graders, excavators, loaders, trash compactors, tractor trailers, sweepers, back-hoes, dump trucks, snowplows, vactor trucks, sidewalk plows and skidsteers

Practices and help enforce the proper operation and daily preventive maintenance of all Public Work Department equipment with all crew members

Performs all other related duties as required of assigned

## **REQUIRED MINIMUM QUALIFICATIONS**

### **Education, License and Experience:**

- (A) High school graduate or GED equivalent.
- (B) Ten (10) years or more experience with most public work activities.
- (C) Eight (8) years or more experience with heavy equipment operation.
- (D) Possession of a valid State of Maine Class A (CDL) operator's license, tanker endorsement is desired but not required.

### **Necessary Knowledge, Skills and Abilities:**

- (A) Extensive, proven ability to properly operate and perform regular daily maintenance on all heavy and light equipment used by the public works department.
- (B) Highly skill in operation of listed tools and special equipment used by public works.
- (C) Ability and willingness to effectively lead, coach and train any and all of the outside crew members of the public works department.
- (D) Ability to understand and follow oral or written instructions; Ability to communicate effectively verbally and in writing; Ability to observe proper safety precautions; Ability to establish effective working relationships with other employees, other city departments and the public; Ability to perform heavy manual tasks under varying weather conditions; Ability to work from construction specifications or blueprints; Ability to set grades and survey for manholes, catch basins, piping and ditches; Ability to perform as the competent person on an excavation site in accordance with the Department of Labor and industries standard.
- (E) Extensive knowledge of the standard municipal winter maintenance techniques, materials and protocols.
- (F) Must possess or have the ability to acquire extensive knowledge of all provisions of the bargaining agreement between AFSCME Council 93 and the City of Brewer.

## **TOOLS AND SPECIAL EQUIPMENT**

Curbing machine, crack sealer, air hammers and drills, compactors, concrete mixer and other masonry tools, compressor, generators, line painter, powered hand tools and common hand tools, surveyor's level, pipe laser, and builder's laser.

## **PHYSICAL DEMANDS**

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.

While performing the duties of this job, the employee is regularly required to use hands and fingers, handle, feel or operate objects, use tools or controls, and reach with hands and arms. The employee frequently is required to stand and talk or hear. The employee is occasionally required to walk; sit; climb; balance; stoop; kneel; crouch; crawl and smell.

The employee must frequently lift and / or move up to 10 pounds and occasionally lift and / or move up to 100 pounds. Specific vision abilities with or without prescription glasses required by this job includes close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those and employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in outside weather conditions. The employee frequently works near moving mechanical parts and is frequently exposed to wet and / or humid conditions and vibration.

**SELECTION GUIDELINES**

Formal application, rating of education and experience; oral interview and reference checks; job related test may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approval: \_\_\_\_\_  
Supervisor

Approval: \_\_\_\_\_  
Appointing Authority

Effective Date: October 19, 2009