

POSITION DESCRIPTION
City of Brewer
Public Works Department

Position: Foreman
Department: Public Works

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

SUPERVISION EXERCISED

Supervises the day to day tasks, job sites, projects, and assignments for all heavy equipment operators, light equipment operators, laborers, and private contractors working for the Public Works Department.

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.
- Provides direct on-site leadership for large scale department projects
- Oversees all crews, including HEOs, LEOs and laborers of the public works department
- Serves as the winter maintenance on-call Foreman from approximately November 1st thru March 31st, actual dates may differ and will be set by the Director on an annual basis.
- Enforces department safety policies and code of ethics with all crew members
- Enforces the proper operation and daily preventive maintenance of all vehicles and equipment with all crew members
- Effectively manages personnel to ensure efficient use of time, controls project costs within budgetary limits, and ensures quality work is completed for all projects and work completed.
- Snow removal operations during winter months, including use of dump truck, sidewalk machines and other appropriate equipment used to move and manage snow across the community.

PERIPHERAL DUTIES

- 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
- Answers phone calls from the public.
- Assists the Shop foreman in determining priority of repairs and/or maintenance of equipment.
- Assists the Purchasing Agent with determining appropriate specifications for vehicles and equipment bids.
- Ensures time off requests are submitted, processed and tracked for staff.

- Assists the Director in creating work orders, establishes priority of work, adjusting crews and resources as necessary and appropriate to meet deadlines.
- Assists the Director in ordering materials, calling in dig safes, schedule subcontractors, and preparing all aspects of assigned work and projects.
- 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 general public work activities.
- (C) Five (5) years or more experience operating and/or managing heavy equipment operations.
- (D) Possession of a valid State of Maine Class A (CDL) operator's license.

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: December 10, 2018

Revised: July 7, 2022

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