

Street Department Foreman

Job Title: Street Department Foreman
FLSA Status: Full Time – 40 Hours/Week
Work Schedule: 7:00 AM – 4:00 PM, Monday through Friday
Work Breaks: One-hour lunch w/15 minute break in morning and 15 minute break in afternoon

Company Job Code: _____
Department: Street Department
Reports To: Street Superintendent
Last Revision Date: _____

SUMMARY

The Street Department Foreman position encompasses a wide range of duties. These duties are performed under the supervision of the Street Superintendent.

PRIMARY RESPONSIBILITIES AND ESSENTIAL DUTIES

The Street Department Foreman performs general street maintenance, periodically supervises street department employees, operates truck for the purpose of salting, sanding roads and plowing snow, traffic maintenance which entails installing and maintaining various traffic control devices, such as signs, painted road markings and will also perform curb and sidewalk repair. He/she will enter departmental information in to the computer.

The Street Department Foreman will have a valid Indiana Driver's License required, CDL – Class B with Air Brake Endorsement or ability to obtain one within probation period. He/she will be subject to random drug testing compliance.

The Street Department Foreman will have a high school education or equivalent, or relevant work experience, the ability to use hand and power tools, knowledge of the proper use of a variety of construction materials, the ability to operate various light equipment, the ability to follow simple verbal and written instructions. He/she will have the ability to operate medium equipment such as dump trucks, computer competency, and the ability to deal in an informative and tactful manner with the public and continually manage changing priorities and work safely without presenting direct threat to self or others.

The Street Department Foreman will have knowledge of concrete, carpentry and asphalt, the ability to operate heavy equipment, i.e., backhoe, street sweeper, bucket truck, knowledge and experience working with other various roadway equipment and knowledge of street operations.

The Street Department Foreman will spend most of the day in the outdoor environment and usually works normal hours (7:00 a.m.- 4:00 p.m. Monday – Friday.), but is subject to 24 hour on-call status. He/she is required to lift heavy objects (75 lbs.) periodically. He/She must be mobile in a variety of work environments, including climbing, entry into confined spaces, walking, standing, carrying, pushing, pulling, balancing. He/she also stoops, crouches, kneels, reaches, handles and fingers equipment and tools. He/she will also be exposed to heights (40 ft.) in the bucket truck.

The Street Department Foreman is exposed to extreme weather conditions. He/she may be called upon to do other laborer/operator jobs in the Street Department, and must have the physical capability to perform these duties. He/she is required to follow the Street Department dress code. Appropriate personal protective gear must always be worn in certain conditions in order to maintain safety rules and regulations.

SKILL REQUIREMENTS

The above declarations are not intended to be an “all inclusive” list of duties and responsibilities of the job described. Rather, they are intended only to describe the general nature of the job.