

## DPW STREETS FOREMAN

GENERAL STATEMENT OF DUTIES: To perform physical and skilled construction and maintenance work. Operates a variety of equipment in the construction, operation, repair, maintenance, and replacement of City streets, sidewalks, right of ways, parks, water, sewer, and storm drainage facilities and systems. To direct a group of employees in preparation, installation, maintenance and repair of City's streets, sidewalks, right of ways, parks, and infrastructure facilities and systems

SUPERVISION RECEIVED: Work is performed under the supervision of a Public Works Superintendent or Department Head.

SUPERVISION EXERCISED: Directs a work crew and other employees assigned to assist.

### ESSENTIAL FUNCTIONS:

- Assist in planning and scheduling streets, sidewalks, right of ways, parks, snow removal, water, sewer, and storm drainage facilities system maintenance programs and improvement and replacement projects.
- Carry out scheduled maintenance programs; assign and inspect work; maintain work schedules, records and prepare reports.
- Identify deficiencies and make or recommend needed repairs and improvements within scope of delegated authority.
- Supervise and participate in the installation or replacement of water mains and appurtenances, water services and meters, and sewer lines and manholes.
- Supervise and participate in the location and repair of leaks in the City's infrastructure systems.
- Inspect the work of contractors making connection to or extension from City utilities. Assure the location and marking of City utilities for excavators.
- Operate heavy equipment and tools such as dump trucks, backhoe, front end loader, snowplow, tapping machine, pumps, and air hammer.
- Creates and updates spreadsheets, operates standard office equipment (computers, printers, scanners), and locates information through online systems and resources.

### OTHER FUNCTIONS:

- Assure the work crew and service trucks have the necessary tools, equipment, and materials for assigned or anticipated work. Routinely inspect assigned equipment and tools; assure they are maintained in good working order; report and follow-up on any defects or needed repairs.
- Perform all duties in a safe manner and in conformance with appropriate safety and security standards. Assure the work crew has and uses the appropriate safety equipment and follows established safety procedures.

- Gather accurate field data, prepare sketches and reports to upgrade and maintain utility maps and records.
- Respond to customer complaints, evaluate situations, report findings, and take appropriate follow-up actions.
- Train other employees assigned to assist or learn the above essential functions.
- Assist with other public services work as required.
- Assist in the specification and selection of materials and equipment.
- Undertake and complete continuing education training to improve job skills and retain operator certification.

(Note: The functions listed above illustrate the various types of work that may be performed. The omission of a specific statement of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)

#### **JOB REQUIREMENTS:**

- State of Michigan Water Distribution Operator S-3 Certification required; State of Michigan Water Distribution Operator S-2 Certification preferred.
- Graduation from high school, GED equivalent, or an equivalent combination of education and experience.
- A combination of knowledge, aptitude, experience and physical skills to competently undertake the above-described job functions.
- Detailed knowledge of the methods, materials and equipment used in storm, sewer, and water systems construction, maintenance and repair. Knowledge and skill in pipe laying and plumbing.
- A minimum of two years' experience in responsible position(s) in the operation and maintenance of municipal streets, infrastructure systems, and parks.
- Demonstrated ability to operate various types of heavy equipment with proficiency on backhoe, loader, snowplow, crack sealer, Durapatcher, vacuum truck, and drilling and tapping machines.
- Ability to plan and schedule work activities, to organize and direct a work crew and prepare records and reports.
- Ability to perform heavy manual tasks for extended periods of time; ability to work safely; ability to communicate effectively verbally and in writing; ability to establish and maintain effective working relationships with employees, other departments and the public; ability to understand and carry out written and oral instruction.
- Basic computer skills, including the ability to create and update spreadsheets and operate standard office equipment.

- Must possess a valid commercial driver's license, Class B with air brakes & N-Tank with manual transmission vehicle endorsement, Class A preferred.

#### PHYSICAL REQUIREMENTS:

- 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 to finger, handle, feel, or operate objects, tools, or controls and reach with hands and arms. The employee is occasionally required to walk, sit, climb or balance, stoop, kneel, crouch or crawl. The employee must have the physical dexterity and strength to safely enter and exit manholes through standard openings with applicable safety equipment. The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 100 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to focus.

#### WORKING CONDITIONS:

- The work environment characteristics described here are representative of those an 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 as experienced year-round in Michigan including inclement weather. The employee frequently works near moving mechanical equipment and is frequently exposed to wet and/or humid conditions and vibration. The employee works near and may come into contact with municipal wastewater and may be exposed to fumes and gases encountered in a municipal wastewater system. The employee may occasionally enter into confined spaces with limited ventilation. The employee may occasionally work in high, precarious places and is occasionally exposed to fumes or airborne particles, toxic or hazardous chemicals, and risk of electrical shock. The noise level in the work environment is usually loud.