

CITY OF LOS BANOS

Job Description

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| POSITION TITLE | FOREMAN |
| DEPARTMENT | PUBLIC WORKS |
| EMPLOYMENT CATEGORY | REGULAR |
| EMPLOYMENT LEVEL | SUPERVISORY |

DEFINITION

To organize, assign and review the work of assigned personnel engaged in the maintenance, construction and repair of City parks, streets, airport, utilities and infrastructure; to perform duties requiring specialized knowledge; and to provide administrative support to assigned supervisor/manager.

SUPERVISION RECEIVED AND EXERCISED

Receives direct supervision from a Public Works Operations Manager. Exercises direct supervision over assigned maintenance personnel.

EXAMPLES OF ESSENTIAL DUTIES

Duties may include, but are not limited to, the following:

- Reliable and dependable attendance and punctuality.
- Plan, prioritize, and review the work of staff assigned to a variety of maintenance, construction and repair duties.
- Schedule, coordinate, conduct and develop schedules and methods to accomplish assignments ensuring work is completed in a timely and efficient manner.
- Participate in evaluating the activities of staff, recommending improvements and modifications.
- Provide and coordinate staff training; work with employees to correct deficiencies.
- Prepare, maintain and submit a variety of written reports and records; keep daily records of work completed.
- Supervises the issuance, use, care and maintenance of supplies and equipment.
- Coordinate assignments with other City divisions, departments and outside agencies.
- Ensure safe work practices are followed; conduct safety meetings.
- Research and solicit purchase quotes for equipment and supplies; make recommendation on purchases.
- Coordinate activities with other divisions, departments, utilities and outside organizations as needed to accomplish tasks.
- Review work orders, prioritize and schedule work to be completed.
- Determine material and supply needs in order to complete work assignments; order supplies and materials.
- Inspect work being performed by subordinates and contractors to ensure City standards are being met.

- Answer questions and provide information to the public; investigate complaints and recommend corrective action as necessary to resolve complaints.
- Perform the duties of assigned crews as needed.
- Perform the most difficult work related to assignment.
- Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.
- Perform other related duties as assigned.

Knowledge of:

- Principles and practices of technical and functional supervision and training.
- Advanced knowledge of construction, maintenance and repair activities common to municipal public works.
- Materials, methods, practices, equipment and elements of construction technology as they relate to assigned operations.
- Principles and practices of technical and functional supervision and training.
- Types and levels of maintenance and repair activities generally performed on construction, maintenance and repair projects.
- Equipment, tools and materials used in the construction, maintenance and repair of public works related systems and infrastructure.
- Safe work practices; regulatory safety programs and procedures.
- Pertinent State, Federal and local laws, codes and regulations.
- Modern office procedures, methods and computer equipment.

Ability to:

- Provide technical and functional supervision over assigned staff; effectively train staff.
- Perform the most complex duties related to the construction, maintenance and repair of City parks, streets, airport, utilities and infrastructure.
- On a continuous basis, know and understand maintenance activities and observe safety rules; intermittently, analyze problem equipment; identify safety hazards; locate equipment; interpret work orders; remember how to operate equipment; and explain jobs to other employees.
- Intermittently, sit while driving a piece of equipment; stand and walk while performing maintenance activities; bend and twist to adjust equipment; kneel and squat to review work; perform simple and power grasping, pushing, pulling, and fine manipulation; and lift or carry weight of 75 pounds or less.
- Prepare a variety of progress and regulatory reports; keep and maintain a variety of detailed records.
- Coordinate work assignments with other divisions, departments, and agencies and volunteer groups.
- Identify and implement effective courses of action to complete assigned work.
- Perform the full range of duties assigned to crews as needed.
- Understand and follow both oral and written instructions.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Operate a personal computer for data entry, inquiry, and report generation.

- Operate heavy equipment such as loaders, graders, backhoes, etc.
- Communicate clearly and concisely, both orally and in writing.

MINIMUM QUALIFICATIONS

- Must be age eighteen (18) by date of application.
- Equivalent to completion of the twelfth grade.
- Possession of a valid California Class B driver license.
- Possession of appropriate water or wastewater plant operator certification, depending on assignment.
- Two (2) years of responsible experience equivalent to an advanced Maintenance Worker classification or similar position with progressive experience in supervisory duties.

10/17