

City of Claremont, New Hampshire

Position Description

Position Title: Public Works Foreman
Reports to: Division Superintendent
Department: Department of Public Works
FLSA Status: Non - Exempt

Union/Merit: AFSME Union - DPW
Grade Level-Points: Grade 17 & 18
Revised/Updated:

Job Summary

The incumbent is a first line supervisor in the public works department. The incumbent, in addition to sharing the same job description as a 'Public Works Employee' and has the added responsibility of scheduling work, assigning work crews, providing direction to the crews, inspecting work for adequacy and compliance, tracks employee assignments and reports to the division superintendent on the hours worked by the subordinate employees, the performance of the subordinate employees and recommends disciplinary actions as may be appropriate for the superintendent to take.

In addition as are personal classified as 'Public Works Employee' (pay grade 11 thru 16) the incumbent is responsible for a variety of skilled AND unskilled duties involving the maintenance, repair and construction of the city infrastructure to facilitate the achievement of common social and economic objectives of the citizens of Claremont.

The city infrastructure entrusted to the employees of the Department of Public Works includes, transportation and drainage systems; water supply, treatment and distribution systems; and, waste water collection and treatment systems. The incumbent will also be involved with the operation and maintenance of city cemeteries; solid waste disposal facilities, and other public properties.

In as much as a Public Works Employee on a regular basis is working in the public eye the incumbent must maintain a level of decorum that earns the confidence of the city shareholders (citizens) and builds the credibility of the public works department and city administration.

Essential Job Functions (Except as specifically noted, the following functions are considered essential to this position. The listed examples may not include all duties found in this class)

In addition to the essential job functions of a public works employee outlined below the incumbent in this position shall:

1. Schedule work and assign work teams to complete projects assigned by the Superintendent, or other routine or seasonal task that are a part of the charge of the public works department.
2. To inspect the work site identify the resource requirements and make the proper arrangements for the resources required to complete the assignment

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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.

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3. Time sheets
4. Guidance
5. Insure work is properly done
6. Employees are working safe
7. Compliance with city / department policy
8. Recommend disciplinary action

Essential job functions of a public works employee:

1. Proper and safe use of hand tools used in the maintenance and construction functions of the divisions of the public works such as hand shovels rakes picks crowbars brooms and the like.
2. Proper and safe operation of all assigned vehicles used in the maintenance and construction functions of the divisions of the public works department.
3. Proper and safe operation of light, medium and heavy equipment used in the maintenance and construction functions of the divisions of the public works department.
4. Work associated with the maintenance, repair and installation of water storage facilities, pump stations, distribution pipe-lines, gate valves, fire hydrants and appurtenances.
5. Regular reading of water meters and work associated with the maintenance, repair and installation of water service connections including meters and backflow prevention devices.

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6. Work associated with the maintenance, repair and installation of sanitary sewer pipes, manholes, cleanouts, pumping stations and appurtenances.
7. Work associated with the maintenance, repair and installation of storm water drainage facilities including road-side ditches, culverts, catch basins, drain manholes and appurtenances.
8. Work associated with the maintenance, repair and installation of roads, sidewalks and curbing. This work includes street sweeping, pothole patching, removing and / or resetting curb, graveling and grading, concrete work and the like.
9. Work associated with the maintenance, repair and installation of regulatory signs for traffic enforcement, street signs and, traffic warning and informational signs.
10. Work associated with the maintenance, repair of the road-sides and public grounds including mowing, trash pickup, watering, fertilizing, digging, planting and related work.
11. Work associated with the operations and maintenance, of the city cemeteries including internments, grave-site restoration and maintenance, mowing and snow plowing as required.
12. Work associated with the operations and maintenance of a city solid waste transfer station.
13. Work associated with the maintenance and repair of buildings and shops.
14. Work associated with the maintenance and removal of trees including pruning, the removal of dead weak or infected limbs and treatment to prevent against disease and insects.
15. Provide direction and/or guidance to lower graded personnel assigned to the work.
16. The performance of other duties as required to carry out the mission of the public works department and to promote the credibility and confidence of the department.
17. Performs other related duties as assigned

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Desired Minimum Qualifications

Education and Experience:

The candidate for this position shall have a high school diploma and preferably some post high school training at a trade school related to heavy construction and / or public works operations. Additionally a candidate for this position should have seven years of related construction experience; OR any combination of education, training and experience that demonstrates an aptitude and the knowledge, skills and abilities for the job.

Necessary Knowledge, Skills and Abilities:

- Considerable knowledge of public works construction techniques and the equipment necessary to do the work.
- Ability to plan and lay out work, to determine manpower and equipment needed and to deploy accordingly.
- Ability to estimate materials needed for various jobs.
- Knowledge of uses, design and maintenance of an inventory of medium and heavy equipment, power equipment, power equipment and hand-tools.
- Ability to control and direct a large number of activities, while performing the essential function of the job.
- Ability to communicate effectively with a large staff and members of the general public.

Supervision Received

The incumbent works under the general direction of the superintendent. The superintendents will prioritize work assignments and provide general guidance. The superintendents will review the progress of the ongoing assignments and check work while in progress inspecting the completed project for technical completeness and compliance with generally accepted standards.

The incumbent will exercise a fair amount of independence in the scheduling of work and the assignment of labor, equipment and material resources to complete assignments in an acceptable and timely fashion.

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Supervision Exercised

The incumbent is the first line of supervision for the operations of the public works department. The incumbent will be responsible for the division employees assigned to insure acceptable standards of work and compliance with department and City policies including compliance with the collective bargaining agreement with the union.

Responsibility for Public Contact

Daily contact requiring courtesy, discretion, and sound judgment.

Licensing & Certifications

CDL –B shall be required of all new employees within the established probation period. Additional training and certifications are required to advance in the established pay grades as provided for in the collective bargaining agreement.

Must maintain a valid motor vehicle CDL – B license.

Must maintain any required approvals and designations as required by specific pay grade.

Tools & Equipment Used

A variety of light, medium and heavy equipment to include but not limited to mowers, weed-wackers, chainsaws, sweepers, rollers, catch basin cleaners, snow removal trucks with plows, back hoes and front end loaders, fertilizing and landscaping equipment, tractors, aerators, small trucks and park utility vehicles.

Typical Work Surface(s):

Work bench, truck bed, ground, wood, tile, cement and carpeted floors, various turf surfaces; rough or uneven terrain; asphalt, stone or soil surfaces.

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Typical Controls & Equipment:

Vehicles, telephones, cell phones, radios, and various equipment.

Typical Work Environment:

Inside: 15% Outside: 85% *Depending on season

Summary of Occupational Exposures:

The incumbent may be occasionally exposed to mechanical fluids, turf and aquatic chemicals and fluids, copier, fax and printer inks and fluids as well as exposure to sunlight, insects, domestic and wild animals and all New England weather conditions.

The incumbent's working conditions are typically quiet to moderately loud.

Physical Activity Requirements

PRIMARY PHYSICAL REQUIREMENTS

OTHER PHYSICAL CONSIDERATIONS

LIFT up to 10 lbs.: Frequently required

Twisting: Frequently required

LIFT 11 to 25 lbs.: Frequently required

Bending: Frequently required

LIFT 26 to 50 lbs.: Frequently required

Crawling: Occasionally required

LIFT over 50 lbs.: Occasionally required

Squatting: Frequently required

Kneeling: Frequently required

CARRY up to 10 lbs.: Frequently required

Crouching: Occasionally required

CARRY 11 to 25 lbs.: Frequently required

Climbing: Occasionally required

CARRY 26 to 50 lbs.: Frequently required

Balancing: Occasionally required

CARRY over 50 lbs.: Occasionally required

Grasping: Frequently required

REACH above shoulder height: Frequently required

Handling: Frequently required

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REACH at shoulder height: Frequently required Torquing: Occasionally required
REACH below shoulder height: Frequently required Fingering: Frequently required
PUSH/PULL: Frequently required

DURING AN 8-HOUR DAY, EMPLOYEE IS TYPICALLY REQUIRED TO:

	<u>Consecutive Hours</u>	<u>Total Hours</u>
Sit	1 2 3 4 5 6 7 8	1 2 3 4 5 6 7 8
Stand	1 2 3 4 5 6 7 8	1 2 3 4 5 6 7 8
Walk	1 2 3 4 5 6 7 8	1 2 3 4 5 6 7 8

Cognitive and Sensory Requirements:

Talking: Necessary for communicating with others.
Hearing: Necessary for taking instructions and information.
Sight: Necessary for performing job effectively and correctly.
Tasting & Smelling: Not required for the performance of the functions of this position.

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