

General Foreman

Class Code:

FLSA: Nonexempt

### GENERAL SUMMARY

This front-line supervisory position in the Department of Public Works is responsible for coordinating the daily activities of one or more work crews including scheduling, monitoring and verifying work completion. Reporting to the General Superintendent, the individual in this classification coordinates work crews in varying DPW divisions and directs and participates in completing work. This position will be responsible for the Streets, Traffic, and Motor Pool Divisions or Environmental Services and Parks Divisions on a daily basis. In the absence of the General Superintendent, this position may act in that capacity upon designation by the Director of Public Works. Subordinates have similar skills and abilities. Work is performed within prescribed departmental policies.

### PRINCIPAL DUTIES AND RESPONSIBILITIES

- Reviews time cards for accuracy as to work performed, equipment used and time expended.
- Assists the DPW General Superintendent in the establishment of short and long term field operations goals and insures the implementation of said goals and objectives.
- Communicates work site activities to citizens.
- Integrates citizens' complaint work orders into the daily work schedule.
- Determines work quantity and quality.
- Coordinates work and works with a DPW work crew(s) consisting of one to ten individuals in single or simultaneous multiple work activities.
- Purchases routine maintenance items in accordance with City policy.
- Coordinates emergency call-outs for employees and equipment and is part of the emergency on-call rotation with the other General Foreman and General Superintendent.
- Identifies and performs routine building maintenance on City property as needed.
- Provides for the safety of the workers and the enforcement of safety practices to accomplish tasks in a safe manner.
- Provides for the training, evaluation and discipline of employees.
- Performs related work as assigned within the general knowledge, skills and abilities set forth.

## KNOWLEDGE, SKILLS AND ABILITIES

A high school diploma or GED, with five years of experience in a municipal public works department or any combination of experience and training to provide for the following knowledge, skills and abilities:

- Possess and maintains a valid Michigan CDL B driver's license.
- Knowledge of computers and the Windows operating system is required. Additionally, this employee will be required to be proficient in the use of program applications such as Word, Excel, Outlook, Access, Internet Explorer, and the general aptitude to operate other software programs as well.
- Knowledge of City, departmental and union policy and contractual provisions impacting the DPW.
- Knowledge of City and County disaster programs.
- Knowledge of State and local street designations, municipal boundaries and designations, policies and procedures for other agency specific authority, and responsibilities in the City.
- Knowledge of the Michigan Manual of Uniform Traffic Control Devices (MMUTCD) and traffic signal maintenance and repair.
- Knowledge of department, material and equipment safety procedures and practices.
- Ability to supervise several work crews on multiple activities throughout the City.
- Ability to determine material, manpower and equipment needs for projects.
- Ability to assess situations for equipment, manpower and safety needs and practices and adjust work methods to accomplish the task.
- Ability to resolve employee conflicts and complaints.
- Ability to assess problems and work activities.
- Ability to lift and carry material in excess of 50 pounds while in a bending, stooping or other non-upright position on a frequent basis.
- Ability to establish and maintain effective working relationships with supervisors, subordinates, coworkers and the public.
- Ability to work within time constraints to complete emergency tasks to eliminate danger to citizens and property damage.

PHYSICAL DEMANDS

The physical demands characterized here, epitomize those that must be met by an employee to properly perform the integral functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

In order to properly perform the integral functions of this job, the employee is occasionally required to walk, sit, use hands to finger, feel or handle objects; climb or balance; stoop, kneel, crouch, or crawl; reach with hands and arms and smell. Frequently, this position demands that the employee talk and/or hear and stand. The employee in this classification must be able to occasionally exert a force up to or lift/move over 100 pounds of weight at a time. The vision requirements for this job are close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

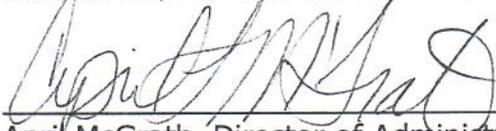
WORKING CONDITIONS

- Exposure to daily weather changes to include inclement weather, temperature changes and public pedestrian and vehicular traffic.
- Ability to work long hours as emergency circumstances arise including nights, weekends, and holidays, as needed.
- Exposure to material and equipment that requires specific and detailed safety guidelines to prevent physical injury to self and subordinates as provided within all safety rules and regulations

AUTHORIZATIONS

  
\_\_\_\_\_  
Stan Kirton, Director of Public Works

7/23/09  
Date

  
\_\_\_\_\_  
April McGrath, Director of Administrative Services

7/23/09  
Date

  
\_\_\_\_\_  
Edward B. Koryzno, Jr., City Manager

7/23/09  
Date