



Job Opening Announcement

Job Title: Public Works Foreman

Department: Public Works

Supervisor: Community Development Director

FLSA: Non-Exempt

Date Posted: November 23, 2020

Due Date: January 22, 2021

Salary: \$3,740 – \$4,439 per month

Benefits: Health and Dental Insurance; Public Employees Retirement System (PERS)

Summary:

Under general supervision of the Community Development Director, leads and performs the work of the Public Works crew in the operation, repair, maintenance, and construction of City streets and culverts, sewer lines, water mains, water and sewer service lines, water meters, parks equipment, facilities, and other City projects, equipment, and buildings. This classification is a working lead position; the Public Works Foreman is expected to perform and coordinate work with the Community Development Director pertaining to City utilities and facilities as required.

Supervision Received/Exercised:

Receives general direction from the Community Development Director who outlines the overall Public Works program objectives, priorities, and time limits. The Public Works Foreman performs daily tasks and assignments of the Public Works crew and leads recurring work as needed. Does not exercise direct supervision over Public Works staff.

The Public Works Foreman uses initiative and exercises judgment according to previous training, experience, and instructions. Work is reviewed from an overall standpoint in terms of meeting objectives, effectiveness, and compliance with laws, regulations, policies, and procedures.

Essential Duties and Responsibilities:

The duties listed in this job description are intended only as illustrations of various types of work that may be performed. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices. 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.

1. Communicates daily with the Community Development Director regarding directions, priorities, and allocation of resources to complete multiple tasks in the operation, repair, maintenance, and construction of City streets and culverts, sewer lines, water mains, water and sewer service lines, water meters, parks equipment, facilities, and other City projects, equipment, and buildings.
2. Assists the Community Development Director in daily work crew communications regarding scheduling, work tasks, materials, methods, tools, and equipment.
3. Participates in street maintenance work including repairing paving, patching, filling potholes and cracks; maintaining culverts and catch basins; weed eating/brush trimming along streets and sidewalks; painting/stripping, installing signs; and traffic control and flagging.
4. Participates in water distribution management work including installing, repairing, and replacing water service connections including meters, boxes, mains, piping, and valves; reading water meters

and records consumption; performs meter maintenance; activates, deactivates, changes out and shuts off meters.

5. Participates in sewer management work including installing, repairing, and replacing sewer lines; performing sewer line inspections for proper flow, restrictions, water/root intrusion, manhole and cover conditions; assists in locating and repairing leaks and repairs, as needed; cleans sewer lines using jet/vacuum unit; removes debris from lines and manholes.
6. Participates in grounds/parks management work including mowing, weeding, trimming, planting, pruning, removing, and fertilizing grass, shrubs, trees, and flowers; watering and maintaining irrigation systems; clears leaves, trash, and debris from rights-of-way, sidewalks, streets, and sport fields; empties trash and cleans parks, restrooms, docks, boat launch, trails, cemetery, park facilities, and grounds; performs a variety of tasks involving carpentry, cement, painting, plumbing, and electrical work; inspects park facilities, playgrounds, equipment, and public grounds; controls pests and vermin.
7. Operates a variety of light, medium and heavy equipment and power tools including trucks, front-end loader, backhoe, compressor, jack hammer, and concrete saw; operates and maintains hand tools and other equipment; performs preventive maintenance and minor repairs on utility vehicles and related equipment.
8. May perform work of certain specialty/trades skills such as carpentry, welding, and equipment operation.
9. Assists Community Development Director in keeping inventory and records of equipment, materials used, job activities, and time records; and assists in maintaining current as-built drawings and other records.
10. Assists Community Development Director in projecting needs for crew, equipment, materials, and supplies.
11. Assists Community Development Director in determining work procedures and expediting workflow; recommends procedures to improve efficiency and effectiveness of operations on site.
12. May train and develop new and/or temporary employees in their areas of work or in the use, care and operation of tools and equipment including maintenance methods, procedures, and techniques; identifies training opportunities and needs; makes recommendations to the Community Development Director as necessary.
13. Follows all safety rules and procedures for work areas; attends trainings and acts as a lead for safety training.
14. Assists other departments as needed and performs other directly related duties consistent with the role and function of the department.

MINIMUM QUALIFICATIONS

Knowledge, Skills, And Abilities:

The following generally describes the knowledge, skills, and abilities required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

- Considerable knowledge of and skill in the operation, repair, maintenance, and construction of City streets and culverts, sewer lines, water mains, water and sewer service lines, water meters, parks equipment, swimming pool, and other City projects, equipment, and buildings.
- Knowledge of and skill in the use of tools, equipment, practices, appropriate and suitable materials used in street repair, patching, and construction.
- Knowledge of and skill in the use of tools, equipment, practices, appropriate and suitable materials used in sewer and water system repair, maintenance, and construction.
- Knowledge of and skill in the use of tools, equipment, practices, appropriate and suitable materials used in parks maintenance and repair.
- Knowledge of, skill in, and ability to operate and provide minor maintenance/repair of various types of small, large, light, and heavy tools/equipment including but not limited to hand tools, power tools, and construction equipment (i.e., backhoe, dump truck, grader, etc.).

- Knowledge of and ability to observe and follow established safety principles and procedures and work in a safe manner.
- Ability to provide leadership in a small group, and communicate and coordinate the daily goals, tasks, and activities of the Public Works crew.
- Ability to exercise judgment based on knowledge and experience of all systems in a constantly changing environment in order to utilize time and resources efficiently and in the most effective manner.
- Ability to establish and maintain effective working relationships and communicate clearly and regularly with the Community Development Director and the Public Works crew; to follow written and oral directions; and to communicate clearly and concisely, both orally and in writing.
- Ability to keep accurate records and to submit reports as needed or requested.

Education & Experience:

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

- Graduation from high school or GED equivalent; and,
- Three (3) years increasingly responsible experience relating to the operation, construction, repair, and maintenance of water, sewer, street, storm drainage systems, and/or parks, including the operation of related maintenance equipment.

Licenses & Certifications:

Must possess or be able to obtain:

- A valid State of Oregon Commercial Driver’s License “Class A” in good standing; and,
- Certification from Oregon Health Authority as Water Distribution Operator 1; Water Distribution Operator 2 preferred; and,
- Certification from Oregon Department of Environmental Quality as Wastewater/Sewer Collection 1; Wastewater/Sewer Collection 2 preferred.
- Additional certificate(s) specific to functional area of assignment may be required.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The conditions herein 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 job functions.

Physical Demands:

The essential functions of this job require sufficient physical ability and mobility to work in a field environment; to walk, stand, and sit for prolonged periods of time; to frequently or regularly stoop, bend, kneel, crouch, crawl, climb, balance, reach, twist, grasp, and make repetitive hand movements to feel, handle, or operate objects, tools, or controls in the performance of daily duties; to dig, shovel, haul, load and unload equipment and materials; to climb unusual heights on ladders; to lift, carry, push, and/or pull moderate to heavy amounts of weight; to operate assigned equipment and vehicles; and to verbally communicate to exchange information.

The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 60 pounds. Specific vision abilities required by this job includes the normal visual range (close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus) with or without correction. Specific hearing abilities required by this job includes the normal audio range with or without correction.

Work Environment:

Outdoor field environment; travel from site to site; occasional exposure to noise, dust, grease, smoke, fumes, noxious odors, gases, mechanical and electrical hazards, and all types of weather and temperature conditions; work in confined spaces and in awkward body positions including above and below ground; occasional exposure to moving mechanical parts and/or hazardous traffic conditions; work and/or walk on various types of surfaces including slippery or uneven surfaces and rough terrain; work at heights; the noise level in the work environment is usually loud in field settings, and moderately quiet in office settings.

Incumbents may be required to respond to emergency calls after hours including evenings and weekends and will be included in the on-call work rotation.

Tools and Equipment Used:

The essential functions of this job require knowledge of and skill in the operation/use of motorized vehicles and equipment including: pickup truck, dump truck, street sweeper, backhoe, loader, grader, sewer jet truck, tractor, street cutting saw, jack hammer, trenching machine, mower, and similar equipment as well as common hand and power tools including: saws, shovels, wrenches, etc. The essential functions of this job require knowledge of and skill in the operation/use of detection devices, mobile radio, phone, personal computer including word processing and other software, copier and other office machines.

HOW TO APPLY:

Submit a City Employment Application, resume and cover letter to hsheldon@cityofcoquille.org by 5:00pm, January 22, 2021.

City Employment Application is available at <http://www.cityofcoquille.org/employment.php>

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Date Revised: December 7, 2020