



## **PUBLIC WORKS FOREPERSON POSITION DESCRIPTION**

### **Statement of Duties:**

Public Works Foreperson oversees operations of public works within the Municipal Services Department. This includes general management, leadership, and in-depth knowledge of the public works operations.

### **Distinguishing Features of the Position:**

This position requires flexibility in skill sets, job assignment and applied time. This position reports to the Municipal Services Director and may have to assume part of the Director's position for public works operations in the Director's absence. This position is hourly and non-represented.

### **Examples of work (illustrative only):**

#### **Leadership:**

- Lead with integrity and honesty at all times to maintain the public's trust in the department.
- Always follows city rules and policies.
- Work collaboratively with other city departments and with the department personnel to achieve productivity targets.
- Maintain a positive work environment that encourages creativity and fosters team work.
- Maintain an environment free of harassment, discrimination and hostility.

#### **Compliance:**

- Assists the Municipal Services Director or directly maintains assigned certifications and/or accreditation statuses within public works.
- Works with the Municipal Services Director in always keeping the department in regulatory compliance.

#### **Manage Employees:**

- The Public Works Foreperson is a "working foreperson" and supervises and assists employees in operations, maintenance, and construction of public works including street, snow removal, sanitary sewer and wastewater treatment plant, stormwater, equipment, cemetery, parks, and other public grounds and facilities.
- Ensure that a safe work environment is maintained at all times by monitoring equipment, workplace and behavior.
- Prioritize day-to-day work schedules and record keeping for operations and maintenance.
- See that all employees have and properly use safety equipment and training.
- Create and maintain a safe working environment for all employees.
- Conduct annual performance reviews with the assistance of the Director.

**Manage Projects and Operations:**

- Liaison between public works and other utilities, including phone, cable, gas, and Water & Light.
- Ensure all concerns from the public are investigated in a timely manner and that remedial actions are documented.
- Assist in negotiations with vendors concerning the purchase of supplies and equipment.
- Recommend future budgetary needs of the department that are fiscally responsible.
- Work with contractors, developers and vendors to ensure expected quality standards and timelines are met.
- Maintain records on hours, materials and expenses for all work performed.
- Develop and implement vehicle/equipment maintenance logs.
- Be available to address concerns of public regarding departmental work and capital projects.
- Continuously work to improve service quality, system reliability and process improvements.
- Demonstrate initiative and resourcefulness in analyzing and resolving problems related to department operations.
- Ensure that preventive and predictive maintenance needs of equipment are met to increase uptime and longevity.
- Seek and pursue opportunities to increase personal knowledge of industry best practices and forward-looking technologies.
- Attend regular meetings with Municipal Service Director as well as other various community-based meetings as needed.

**Professional Development**

- Maintain a minimum of 24 hours of continuing education and training annually outside of safety training. No less than 6 hours must cover sensitivity / relations with the public and staff (i.e. ethics, sexual harassment, implicit bias, cultural differences/communications). No less than 6 hours shall cover administrative functions (i.e. management, human resources, budgeting, organizing, technological advances).
- Assure that all staff, including part-time, are provided opportunity and scheduling to attend professional development outside of regular safety training.

**Miscellaneous:**

- Maintain and enhance positive relationships beyond the department.
- Foster a service-oriented culture among employees.
- Investigate and resolve or report to the Director on customer concerns.
- Perform additional duties as may from time to time be directed including on-call duty.

**Required Knowledge, Skills, and Abilities:**

- Ability to read and understand blueprints, plan sets, maps and staking sheets.

- Skilled in written and oral communication and as well as mathematics.
- Knowledge of proper and safe operations of equipment used at Public Works including, but not limited to, the following: trucks, sewer jetter, plows, sanders, backhoes, skid loader, test equipment, personal protection equipment, and work related technology.
- Ability to use small tools, including power tools.
- Ability to safely use stairs and ladders.
- Knowledge of regulatory agencies: OSHA, MUTCD, DOT, DWD and DNR.
- Must have commercial driver's license (CDL).
- Ability to exercise good professional judgment.
- Completed training, continuing education and knowledge in CPR, AED operations and first-aid.
- May be required to obtain a wastewater operator and activated sludge licenses.

**Work Environment:**

Working outside in the elements such as heat, cold, rain and sun. Potential for high levels of pollen, dust and other irritants typical with outdoor conditions and large maintenance garages. Potential to work at night running snow plows during blizzard like conditions. Standing, walking, working and driving around or within moving traffic. Working in a large maintenance shop with running equipment, loud noise, and hazardous or flammable chemicals. Work in confined spaces including but not limited to well or pump house, catch basins, excavation sites and the water tower.

**Physical Demands:**

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 frequently required to use hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl. The employee is occasionally required to walk, sit, and talk or hear. The employee may be required to lift, pull and/or move 50 pounds for extended periods. Must occasionally lift, pull and/or move 100 pounds with mechanical and/or physical assistance. Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus. Must be capable of periodic heavy stretching and pulling for extended periods of time.

**Selection guidelines:**

Formal applications, rating of education and experience, or an interview and reference check. Job related tests may be required.

**Compensation:**

The City of Evansville's Pay Philosophy categorizes this position in a pay grade of 11.

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## Public Works Foreperson Position Description

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.

The position description of the Public Works Foreperson 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. No individual City official has authority to enter into an oral or written promise or contract of employment with any individual or group of employees. Any employment contract must be approved by a majority of the Common Council.

Reviewed by Municipal Services Committee 3/27/2018, 07/24/2023

Approved by Finance & Labor Relations Committee 04/05/2018. Revised by Finance & Labor Relations Committee 4/05/2018 and 08/03/2023