PUBLIC WORKS FOREPERSON
POSITION DESCRIPTION

Statement of Duties:
Public Works Foreperson oversees operations of the Public Works Department under the Municipal Services Superintendent. This includes general management, leadership and in depth knowledge of the operations within the Public Works Department.

Distinguishing Features of the Position:
This position requires flexibility in skill sets, job assignment and applied time. This position is appointed by and reports to the Municipal Services Superintendent and may have to assume part of the Superintendent's position for Public Works operations in the Superintendent's absence. This position is hourly and non-represented.

Examples of work (illustrative only):

Leadership:
- Lead with integrity and honesty at all times.
- Follows city rules and policies at all times.
- Work collaboratively with other city departments and with the department personnel to achieve productivity targets.

Compliance:
- Assists or directly maintain assigned certification or accreditation status within Public Works.
- Keep Public Works in regulatory compliance at all times.

Manage Employees:
- Ensure that a safe work environment is maintained at all times by monitoring equipment, workplace and behavior.
- Prepare and monitor day-to-day work schedules and record keeping for operations and maintenance.
- 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.
- See that all employees have and properly use safety equipment and training.
- Conduct annual performance reviews.

Manage Projects and Operations:
- Liaison between Department of Public Works and other utilities, including phone, cable, gas, and Water & Light.
- Work with contractors, developers and vendors to ensure expected quality standards and timeline are met.
- Maintain records on hours, materials and expenses for all work performed.
- Be available to address concerns of public regarding 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.
- Implement and carry out preventive and predictive maintenance activities to increase uptime (i.e. vehicles and equipment maintenance, sewer jetting, and clearing drainage for stormwater).
- Seek opportunities to increase own knowledge of industry best practices and forward-looking technologies.

Miscellaneous:

- Maintain and enhance positive relationships beyond the department.
- Foster a service oriented culture with customers.
- Maintain positive collaborative relationships with vendors and contractors to ensure maximum productivity.
- Investigate and resolve or report to the Superintendent on customer complaints.
- Perform additional duties as may from time to time be directed by the Municipal Services Superintendent including on-call duty.

Required Knowledge, Skills, and Abilities:

- Must have wastewater operator and activated sludge licenses (or ability to achieve within one year of appointment).
- Ability to read and understand blueprints, maps and staking sheets.
- Skilled in communication and 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 computers.
- Ability to use small tools, including power tools.
- Ability to manipulate 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.

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.

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 1/27/2015
Approved by Finance & Labor Relations Committee 2/05/2015