

Job Description: Public Works Foreman



Public Works

Reports to:

Supervises:

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Full-time

Exempt

GENERAL PURPOSE

The Public Works Foreman oversees the planning, organization, and daily execution of staff activities involving one or more areas of city public works.

FUNCTIONS AND DUTIES

- Coordinate crew work schedules with the Water and Sewer Division Manager and allocate duties to individual workers.
- Perform the duties of the Water and Sewer Operator.
- Inspect work performed by the crews to ensure quality, accuracy, and prescribed adequacy.
- Operate the automotive or other equipment assigned to the crew including backhoe, trackhoe, skid steer, dump truck, compaction equipment and hydroexcavator.
- Ensure proper safety devices and equipment are used in the work areas.
- Conduct on-site safety meetings with work crew(s).
- Train workers in assigned tasks and conduct safety training.
- Ensure that necessary tools are provided to complete the assigned task.
- Perform a variety of work related to the maintenance, repair, and installation of water and sewer lines.
- Demonstrate continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality seamless customer service.
- Communicate with co-workers, citizens, and others in a courteous and professional manner.

MINIMUM QUALIFICATIONS

Education:

- High School diploma or GED
- Maintain State of Utah Water Distribution – Grade IV (or obtain within one (1) year)
- Valid drivers' license required
- CDL must be obtained within 12 months of hire

Experience:

- Five (5) Years of progressively responsible experience in Public Works or other construction related experience.

Knowledge:

- Considerable knowledge of the materials, methods, practices and equipment of public works field operations such as water, sewer, maintenance, repair, mechanical maintenance, automotive fleets, and safety practices.
- Understanding of State of Utah Division of Drinking Water Standards and Requirements.

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- Knowledge of AWWA methods for culinary water delivery for consumption.
 - The hazards of work in public rights-of-way and safety precautions.
 - Understand hazards of water distribution or wastewater collection work.
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- Follow safety requirements for trenches, confined space entry, personal protective equipment, and disinfection procedures.
 - Construction techniques for water and sewer maintenance.

Skills/Abilities:

- Ability to work in all types of weather at all hours of the day for a prolonged period of time.
 - Ability to analyze problems, identify alternative solutions, project consequences of proposed actions, and execute action plans.
 - Ability to understand and effectively carry out written and oral instructions.
 - Complete and maintain accurate written reports.
 - Ability to communicate in a professional, courteous manner, and establish and maintain effective working relationships with the general public and other employees.
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- Ability to perform a range of supervisory responsibilities, including assign tasks, provide clear direction, and motivate team members to work efficiently and safely.
 - The use and care of equipment and tools used in installing, maintaining, repairing, and testing the City's water distribution and wastewater collection system.
 - Perform a broad range of supervisory responsibilities.
 - Communicate orally with customers, contractors, and the public.
 - Observe or monitor site conditions to ensure compliance with operating and safety standards.
 - Comprehend and make inferences from written materials such as operations, maintenance and procedures manuals and Safety Data Sheets (SDS).
 - Ability to read and understand construction plans and specifications.
 - Skill in the operation of a computer, smart devices, and various software programs.
 - Travel across rough, uneven or rocky surfaces.
 - Move heavy objects (50+) Pounds short distances.
 - Set up and remove barricades, traffic cones, or similar objects.

WORKING CONDITIONS

- Working conditions may vary.
- Also the working hours vary can be called out any time of day or night.

DISCLAIMER

The City of Pleasant Grove is an equal opportunity employer without regard to race, religion, sex, pregnancy, genetic information, age, national origin, color, sexual orientation, gender identity, citizenship, disability, veteran or military status, or any other factor protected by the law. Reasonable accommodations may be made for otherwise qualified individuals who require and request such accommodation.

The intent of this job description is to provide a representative summary of the major responsibilities and duties performed on the job. It is not intended to be an exhaustive list of all job-related duties and responsibilities that an employee may perform. An employee in this position will be required to perform any other job-related duties required by their supervisor. This job description is not intended to and does not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.