**CITY OF MARQUETTE HEIGHTS**

**JOB DESCRIPTION**

**Title: Street Foreman**

**Union: No**

**Summary**

Performs a variety of supervisory work, equipment operation and maintenance of the city street and storm sewer system around various sites in the city. In the absence of the Street Superintendent, performs the Street Superintendent’s duties.

**Essential Job Functions**

* Supervision—plans, assigns, and directs the work of subordinate staff involve in street and storm sewer maintenance and repair including snow removal, street sweeping, crack sealing, street markings, sign installation and maintenance, grading, mowing, and equipment operation and maintenance. Provides overall technical and administrative direction to personnel; offers guidance and expertise ensuring that procedures are followed in accordance to department, city, state, and federal guidelines and regulations. Follows up on complaints and resolves problems, relays information, complaints, sentiments, etc. to supervisory staff. Observes and provides input on subordinate staff evaluations. Assists with staff scheduling and management of staff overtime. Oversees safety of subordinate staff, instructs staff in proper safety procedures and monitors work in progress.
* Planning—assists in planning expansions, improvements, and construction projects; assists with budget planning and budget implementation.
* Street Maintenance—oversees and assists with street and drainage maintenance and repair work; assists in conducting topographic surveys as needed. Participates in snow and ice removal activities including removal of snow and the posting of warning signs alerting the public to hazardous driving conditions. Confers with property owners about street and drainage maintenance work to be done in proximity to their property.
* Equipment Care—oversees and performs equipment maintenance, operation, and repairs.
* Administrative—evaluates operations and activities of the department; recommends improvements and modifications; prepares various reports on operations and activities. Submits justification for needed supplies, materials and equipment, monitors, and controls expenditures. Submits requests for materials, tools, equipment, and other supplies; prepares equipment and construction materials specifications. Answers questions and provides information to the public.
* Performs or assists subordinate staff in performing duties.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

* Considerable knowledge of equipment, facilities, materials, methods and procedures used in street and storm sewer maintenance, construction and repair activities and of pertinent Federal, State and local laws, codes and regulations.
* Considerable knowledge of modern construction practices and methods along with the proper placement of warning signs and work barricades.
* Considerable knowledge of operation and maintenance requirements of trucks and other equipment used in street maintenance operations.
* Considerable knowledge of principles and practices of supervision, training and personnel management.
* Knowledge of first aid and applicable safety precautions.
* Skill in the operation of listed tools and equipment, mechanical aptitude.
* Ability to establish and maintain excellent working relationships with fellow employees and the public; to communicate with fellow employees and general public; to exercise sound judgment; to supervise others and obtain necessary results.
* Ability to maintain reports and records
* Ability to schedule work of a department crews
* Ability to understand and carry out written and oral instructions.
* Ability to work independently and to complete daily activities according to work schedule;

**Tools and Equipment Used:**

Shop equipment

Welder

cutting torch

heavy equipment

trucks

snow blower

street sweeper

power mower/chopper

copy machine

computers

riding lawn tractor/mower

telephone.

**Required Qualifications** ***(Note: Any acceptable combination of education, training and experience that provides the above knowledge, abilities and skills may be substituted on a full-time year for year basis)***

**Training and/or Education**

High School Diploma or GED (required)

Desired: Associates Degree or Technical College training in a related field

**Experience**

Related work experience of 3 to 5 years

**Licenses or Certificates**

Valid Class B Illinois CDL (required)

IDOT Flagger certification

Ability to obtain a pesticides applicator license within six months of hire date

**Special Requirements**

None

**Physical Demands**

The work is regularly active with periods of heavy exertion and is performed in shop or field settings and outside. Typical positions require workers to walk or stand for long periods; lift and carry up to 100 pounds; climb stairs, ladders and scaffolding; bend, kneel, crouch and crawl; reach, hold, grasp and turn objects; feel the size, shape and temperature of items, and use fingers to operate computer or typewriter keyboards. The work requires the ability to speak normally, to use normal or aided vision and hearing, and to detect odors.

**Unusual Demands**

Employees are subject to callback in emergencies.

**Post Offer Requirements:** Completion of a post-offer pre-employment physical and drug screen, along with a background check is required.

**Statement of Working Conditions**

The City of Marquette Heights is a drug-free workplace.

The work environment characteristics described here are representative of those an employee encounters while performing 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, employee is exposed to dirt, noise, temperature extremes, storms and other weather extremes, dampness, fumes, vibrations, equipment movement hazards, traffic hazards, dangerous chemicals/solvents, electrical shock, significant work pace/pressure when performing daily tasks. The employee may be required to go into confined spaces or work in high places.

**POSITION ACCOUNTABILITY:**

**Reports to:** General supervision of the Street Superintendent

Supervision Exercised: Direct supervision over subordinate staff, full-time, part-time, and seasonal.

**SELECTION GUIDELINES:** Formal application, rating of education and experience; oral 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 logical assignment to the position.

The 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.