



# CITY OF LAKEPORT

## PUBLIC WORKS FOREMAN

### Job Description

#### **DEFINITION**

Plans, organizes, supervises and directs various work crews in the Public Works Department engaged in the maintenance, repairs and construction of public works facilities including: street; storm drainage; waterfront and creek areas; buildings; grounds; parks; corporation yard; and other public facilities, vehicles and equipment. Provides assistance to water and sewer crews as needed.

#### **CLASS CHARACTERISTICS**

Primary direction and supervision is received from the Director of Public Works. Supervisory responsibilities include general supervision of the staff of the Public Works Department, both directly and through the lower level supervision.

#### **ESSENTIAL FUNCTIONS**

*The following duties are typical for this classification. 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.*

*WORK SCHEDULING AND RECORD MAINTENANCE DUTIES*, under direction of Director, may include but are not limited to: planning and organizing the schedule of the work projects for the field crews, and maintaining records of all work activities; directing yard and shop operation, shipping and receiving, the dispatcher's station and mechanic's shop schedule; maintaining records and reports of daily time, materials and equipment usage; annual inventory; processing of requisitions for supplies; investigating and determining response to complaints; canvassing of city systems for maintenance scheduling; recommendations to the director of major purchases for budget processing; assisting with preparation of information sketches of city systems for maintenance records; personnel training; direction and enforcement of safety procedures to assure all work is carried out in compliance with state and local safety requirements; supervision of recordkeeping; and other duties are assigned.

*FIELD DUTIES* may include, but are not limited to the following: directly and with the Public Works staff, supervising the work projects of the skilled and semi-skilled crews, and personally participating on the performance of those work projects. Project may include maintenance, repair, cleaning, and construction of: street, sidewalks, curbs and gutter; traffic control facilities; water and sewer facilities; weed control; park facilities; corporation yard, vehicles, equipment and inventory, and all other public facilities. Operation of a variety of heavy equipment such as roller, crane, grader, loader, sweeper, backhoe, etc.

*GENERAL DUTIES* include supervision, the enforcement of the City rules and regulations, Public Works compliance with City policies and procedure, Public Works compliance with safe working practices, and compliance with all other rules and regulations governing Public Works activities.

## **QUALIFICATIONS GUIDELINES**

### **Education and Experience**

Five years of increasingly responsible experience in various public works construction and maintenance activities in streets, storm drainage, water facilities, sewer facilities, and equipment maintenance. Equivalent to completion of the twelfth grade, supplemented with specialized course in personnel supervision, records maintenance, and construction-related subjects. Minimum of two years supervisory experience including staff oversight, preparation of field notes and records, employee evaluations, work schedules and materials lists.

### **Knowledge, Skills and Abilities**

Materials, costs methods practices and equipment used in various public works maintenance and repairs activities, including types and levels of maintenance and repairs generally preformed in all public work facilities. Occupational hazards and standards safety precautions necessary in complying with state and local regulation and procedures. Geography of the city, including the location of utility systems, streets, and drainage facilities. Principles of supervision and training. Take initiative, identify problems, and purpose solutions. Interpret and work from sketches, penciled layouts and blueprints and prepare plans for minor project. Keep accurate records and make reports. Communicate clearly and concisely, orally and in writing. Supervise train and evaluate personnel. Enforce all safety regulations and establish procedures. Work smoothly with other City Departments and maintain good public relations with other government agencies and the citizens of Lakeport.

### **Special Requirements**

A valid California driver's license, as required by the state law; a class B license with air brakes and tank endorsements is required. A class A license may be required.

Possession of or ability to obtain a California Pesticide Applicator Certificate may be required for some assignments.

Possession of state-mandated certifications including but not limited to:  
Possession of Grade 2 Water Distribution Certificate issued by the California Department of Health Services.

A medical examination and drug screening will be required of all appointed applicants.

Receive satisfactory results from a background investigation, physical examination, drug testing and administrative testing which meet the established qualifications standards.

## **PHYSICAL PROFILE:**

### **CATEGORY III – HEAVY PHYSICAL EFFORT**

#### **DEFINITION**

Positions in this category require exceptional physical ability with prolonged periods of heavy physical labor.

#### **CHARACTERISTICS**

Positions allocated in this category regularly perform heavy physical labor requiring ability to lift push, pull, and move heavy objects or materials. This category is distinguished from the moderate physical effort category by the greater physical demand for strength and endurance placed on the incumbent. Heavy physical effort is required while performing such tasks as

operating heavy equipment, pouring concrete, masonry work, or preparing soil for landscaping. Physical functions may vary from position, but always involve heavy physical exertion.

**OTHER FACTORS**

**Lifting Heavy:** Lifting over 50 pounds, with frequent lifting, pushing and/or carrying weighing over 25 pounds.

**Climbing:** Ascending or descending ladders, ramps, scaffolding, poles and the like; using feet and legs and/or hands and arms.

**Reaching:** Reaching above the shoulders to place and/or retrieve objects.

**Walking:** Ability to walk for prolonged periods of time (usually a minimum of two or more hours per day.)

**Standing:** Ability to stand with little movement for prolonged periods of time (Usually a minimum of two or more hours per day).

**Agility:** Ability to move quickly and easily often including the ability to crawl, stoop or bend.

**Distant Vision, Acceptable for Driving:** Not less than 20/40 in each eye without correction or must correct to 20/40 in each eye and wear corrective lenses whenever driving.

**Temperatures:** Works in temperature sufficiently high or low to cause marked bodily discomfort.

**Chemical or Biological Agents:** Regular contact with potentially harmful chemical or biological agents

**Fumes:** Potential inhalation or contact with smoke, vapors, dust or gasses.

**Heavy Equipment:** Operates various heavy equipment such as tractors, backhoes, graders, trucks, etc.

**Power Equipment:** Operates power tools or other machinery that are potentially hazardous.

**Work Environment – Outdoors:** Ability to work outdoors in all types of weather conditions.

**Work Environment – Moving Objects:** Ability to work around moving objects, machinery or vehicles.

**Work Environment – Surfaces:** Ability to walk on slippery or uneven surfaces.

**Confined Space Entry:** Ability to work in confined spaces using appropriate safety equipment

**Heights:** Ability to work on surfaces above 20 feet.

CLASS RANGE NO.	.
FLSA	Non-Exempt
ADOPTION DATE	3/29/12
REVISION DATE	1/6/2015
APPROVED BY:	