



BEATRICE

CITY • BOARD OF PUBLIC WORKS

JOB DESCRIPTION

Title: Street Working Foreman

Department: Street

Reports to: Street Superintendent

Pay Grade: 67

Date Adopted: November 22, 2024

Previous Revision Date: 1993

Last Revision Date:

Type: Full Time

Part Time

FLSA: Exempt Salary

Non Exempt Hourly

Union: Yes

No

Job Summary:

Supervise and train field staff in the Street Department. Coordinate and oversee the work of field staff and private contractors. Coordinate and oversee the maintenance, repair, and construction of highways, roads, bridges, streets, storm sewers and drains, parking lots, curbs, sidewalks, and other related work. Participate in snow removal operations. Respond to citizens and other public entities inquiries, complaints, and requests. Serve as the Street Superintendent in his/her absence.

Essential Functions:

1. Perform the essential functions described in the Lead Equipment Operator position.
2. Assist Street Superintendent in developing plans and work schedules for maintenance and repair projects. Determine personnel, equipment, and material resources needed to complete assigned tasks, and coordinate to ensure work is completed in an efficient manner.
3. Oversee assigned field work to ensure work time schedules and quality standards are being met. Maintain awareness of current design standards and field work methods for assigned projects or tasks.
4. Supervise the grading of roads and streets for paving. Supervise the installation and maintenance of retaining walls, barricades, and storm sewers involved in streets and highways. Inspect, supervise, and participate in the construction of curbs, driveways, and excavations and backfills of public utility work involving the cutting of pavement.

5. Supervise Street Department employees in the performance of field maintenance work. Provide assessment and input into performance reviews, promotions, and disciplinary actions. May participate in the selection of staff.
6. Oversee the methods used by Street Department employees to ensure their safety and ensure that protective devices and equipment are used where indicated. Assess skills and training needs to aid in their development. Ensure equipment is properly maintained. Advise Street Superintendent of equipment malfunctions.
7. Inform, advise, and enforce general city and department policies pertinent to employees of the Street Department. Monitor employee compliance with regulations, procedures and policies related to safe, reliable and efficient performance of tasks. Frequently and routinely check conditions of facilities, field work sites, tools, equipment and vehicles, and takes appropriate corrective action regarding deficiencies and hazards.
8. Read and interpret blue prints, schedule utility checks, and develop daily work plans for assigned personnel. Anticipate problems and develops corrective measure plans.
9. Assist in the planning and implementation of the snow removal process. In charge of a shift during snow events, respond to citizen complaints, check progress of snow and ice control measures, and assist operators in the field with problems. Participate in the snow removal operations when needed.
10. Act as Street Superintendent in his/her absence. Exercise authority to sign invoices and leave requests while serving as Superintendent. Make work-related decisions as required.
11. Attend conferences, lectures, workshops, and demonstrations regarding new equipment, procedures, and technological innovations that relate to marketing operations. Stay abreast of new trends and developments in the field.
12. Must be able to report to work within thirty-five (35) minutes for emergencies under normal driving conditions.
13. Employee must be able to be "on-call".
14. May be required to work extended hours during natural disasters, declared disasters, and similar events.
15. Establish and maintain effective working relationships with City officials, fellow employees, patrons, and members of the public.
16. Keep confidential information confidential.
17. Work the days and hours necessary to perform all assigned responsibilities and tasks. Must be available (especially during regular business hours or shifts) to communicate with subordinates, supervisors, customers, vendors, and any other persons or organizations with whom interaction is required to accomplish work and employer goals.

18. Punctual and timely in meeting all requirements of performance, including, but not limited to, attendance standards and work deadlines; beginning and ending assignments on time; and scheduled work breaks, where applicable.
 19. Perform other work which is consistent with the essential functions of the job.
 20. Perform other duties as assigned.
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Education and Special License(s)/Certifications:

High school diploma or equivalent.

Must be at 18 years of age or older.

Must possess a valid driver's license and maintain an insurable driving record.

Possession of a Class B commercial driver's license (CDL) with proper endorsements.

Possession of a Pesticide Applicator's Certification.

Experience:

Four (4) years of general construction experience and increasingly responsible experience in pavement maintenance, traffic sign/signal maintenance, and drainage maintenance, with at least two (2) years of work crew supervision. Construction experience shall include the operation of light to moderately heavy construction equipment and vehicles including two-ton dump truck, or an equivalent level of experience.

Familiarity with the Manual of Uniform Traffic Control Devices (MUTCD) preferred.

Operation of heavy equipment and motor graders, dump truck driving skills, and concrete flatwork preferred. (Breaks in service of no more than ninety (90) calendar days shall be considered *de minimums* and shall not be considered in calculating the consecutive years.)

Skills:

1. Good oral and written communication skills.
 2. Good listening skills.
 3. Manual dexterity.
 4. General construction skills.
 5. Good driving skills.
 6. Ability to read and comprehend.
 7. Ability to prioritize work.
 8. Operation of heavy and light construction equipment.
 9. Ability to facilitate meetings.
 10. Good computer application skills.
 11. Ability to establish and maintain positive, effective working relationships with supervisors, co-workers, and the public.
 12. Ability to use automated work management system.
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Mental Requirements:

1. Ability to analyze safety situation.
 2. Ability to make quick decisions.
 3. Ability to stay alert for long periods of time.
 4. Ability to work independently.
 5. Ability to work in a team.
 6. Ability to assess situation and use judgement in responding.
 7. Ability to work under distracting conditions.
 8. Mechanical aptitude.
 9. Alpha/numeric recognition.
 10. Ability to carry out assignments through oral and written instruction.
 11. Diplomacy and judgement.
 12. Logical reasoning.
 13. Ability to adapt to changing environment.
 14. Concentration.
 15. Ability to analyze problems and recommend possible solutions.
 16. Ability to read and interpret blueprints and write specifications.
 17. Ability to train and guide others.
 18. Ability to take on a leadership role.
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Physical Requirements:

1. Hand, eye, and body coordination to operate light to moderately heavy machinery, equipment and vehicles.
 2. Ability to withstand extreme weather conditions.
 3. Exposure to vibrations.
 4. Ability to transverse rough terrain on foot.
 5. Ability to work with exposure to noise.
 6. Ability to distinguish among colors.
 7. Ability to work at extended heights.
 8. Ability to drive city vehicle.
 9. Ability to lift up to sixty (60) pounds.
 10. Ability to bend, climb, and stoop.
 11. Ability to sit or stand for long periods of time, but also have the mobility to respond immediately for emergency incidents.
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Supervisory Responsibility (Direct and Indirect):

Direct Maintenance Worker
 Equipment Operator
 Lead Equipment Operator

Indirect

Disclaimer:

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed for individuals with this job title. However, this job description is not intended to be an exhaustive list of all qualifications, skills, efforts, duties, responsibilities, or working conditions associated with the position.

Approved:



Tobias J. Tempelmeyer, City Administrator

11/22/24
Date