



**POSITION TITLE:** Public Works Foreman

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**COMPENSATION:** \$62,111 – \$84,848

Salary Range dependent upon most recent adopted Village Pay Plan. Non-Exempt position with health and dental benefits. Village paid life insurance policy. Deferred pension plan through IMRF and opportunity provided to participate in a Section 457 deferred compensation retirement plan. Eligible for salary adjustment after six (6) month probationary period. Salary range adjusted at the start of every fiscal year.

**POSITION SUMMARY:**

This position is a member of a work crew performing skilled, semi-skilled and unskilled work within the Public Works function to repair and maintain Village streets, buildings, grounds, rights-of-ways, equipment and water and sewer facilities. Under the direct supervision of the Superintendent of Public Works, work involves supervising Public Works activities and projects as assigned by the Superintendent of Public Works including the construction, repair and maintenance of Village streets, water and sewer facilities, buildings, and grounds.

**ESSENTIAL DUTIES:**

- Participate and supervise the construction, maintenance, and repair of Village streets, rights-of-way, sidewalks, bike paths and street signage.
- Participate and supervise the maintenance, repair and inspection of all Village water distribution, wastewater system and storm sewer systems.
- Participate in snow removal operations from Village roadways, parking lots and sidewalks.
- Perform manual labor as required in the maintenance, operation and installation of facilities, sometimes working under adverse weather conditions.
- Operate all City-owned heavy equipment including backhoes, graders, light cranes, dozers, dump trucks, front end loaders and sanders and all small equipment.
- May inspect small Public Works construction projects by working with contractors and suppliers as directed by the Superintendent of Public Works.
- Work with the Water/Sewer Operators in locating water and sewer services.
- Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include training employees; assigning and directing work; appraising performance. May make recommendations or assist the Superintendent of Public Works with interviewing, hiring, rewarding, and discipline.

## **ESSENTIAL SKILLS, KNOWLEDGE, AND ABILITIES:**

This position requires an individual to read, write, hear, and speak the English language sufficiently to effectively meet performance expectations. The position requires an individual to walk, sit, stand, operate the equipment required for the position and perform the essential functions listed in this job description. The individual in this position must possess the minimum skills, knowledge and abilities required for the position.

### Knowledge

This position requires proficiency in the following areas:

- Knowledge of the principles and practices of public works.
- Knowledge of occupational hazards and safety precautions of work.
- Familiar with all Public Works facilities.
- Construction techniques required in the maintenance and installation of Public Works facilities. Skilled in the operation of all Public Works equipment.
- City ordinances and resolutions that pertain to Public Works services.
- Understand OSHA and safety standards and be able to conduct safety meetings.

### Skills and Abilities

This position must demonstrate the following skills:

- Ability to understand and follow instructions, both verbal and written.
- Ability to keep accurate records and perform basic math.
- Ability to apply basic computer skills.
- Ability to work in a team while performing semi-skilled and unskilled work.
- Ability to perform critical problem-solving skills, and interpersonal skills.
- Ability to communicate effectively, orally and in writing, with employees, consultants, other governmental agencies, City officials, and the general public.
- Ability to interact with the public in a courteous, helpful and professional manner.
- Ability to work with co-workers, outside agencies, and vendors in a professional manner.
- Ability to read and understand plan sets.
- Proficient in Microsoft Word, Excel, Outlook.
- Ability to lift a minimum of 75 pounds from the floor.

## **WORK ENVIRONMENT AND PHYSICAL EFFORT:**

This position can be a physically strenuous and demanding job. He/she will be lifting, pulling and managing heavy equipment and objects. This position will have to work in all weather, and must be prepared for both extreme heat and cold. This position occasionally works near moving mechanical parts; in high, precarious places; and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration.

While performing the duties of this job, the employee is regularly required to walk; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and talk or hear. The employee frequently is required to sit.

This position must occasionally lift and/or move up to 75 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

#### **EDUCATION AND CERTIFICATIONS:**

Graduation from high school or GED equivalent and four years' experience in public works, construction management or water and wastewater systems, or any equivalent combination of training and experience that provides the following minimum knowledge, skills and abilities. Additional education and certification requirements for the position include:

- Must possess a valid driver's license issued by the employee's state of residency.
- Must possess a Class B CDL vehicle driver's license with air brake endorsement. Within a year of employment date, must obtain a Class A CDL driver's license.
- Must possess a flagger safety certification within six (6) months of employment date.
- Must possess CPR, AED and first aid certification within six (6) months of employment date.
- Must possess a tanker endorsement within six (6) months of employment date.
- Illinois Arborist Association (IAA) Certification, Occupational Safety & Health Administration (OSHA) Competent Person preferred, but not required.