



## Position Description

<b>Position Title:</b> Street/Solid Waste Foreman	<b>Department:</b> Public Works
<b>Reports to:</b> Assistant Public Works Director	<b>Supervises:</b> N/A
<b>FLSA Status:</b> Full-time, Hourly, Non-Exempt	<b>Dates Revised:</b> 5/2019
<b>Grade:</b> 16	<b>On Call/Response Time:</b> Yes

### Job Summary

The street/solid waste foreman will perform a variety of administrative and supervisory duties with crews engaged in the construction, repair and maintenance of streets, alleys, parking lots, airport, and right-of-ways of Spearfish as well as solid waste collection and the restricted use site (RUS).

### Essential Functions

The street/solid waste foreman:

1. Will be required to have a physical presence and regular and reliable attendance with the ability to respond at all hours when necessary.
2. Will competently and safely operate construction equipment, vehicles and snow equipment in carrying out the business of the department and the City.
3. Serves as acting assistant public works director when required.
4. Trains and instructs crewmembers in the operation and care of equipment, as well as all applicable safety rules.
5. Maintains inventory of necessary materials and works closely with the Fleet Foreman to ensure equipment maintenance priorities are compatible with current and future operations.
6. Ensures all work is completed according to all city standards, codes, and guidelines.
7. Manages and supervises a work crew responsible for street duties, airport duties, solid waste duties, and the RUS; plans and organizes workloads and staff assignments; trains, motivates and evaluates assigned staff; reviews progress and directs changes as needed.
8. Assists assistant public works director in project planning and scheduling.
9. Prepares and maintains daily, monthly, and annual reports and records, as assigned.
10. Reviews applications and conducts interviews for department employees following the city's hiring process.
11. Codes and signs invoices, and bill list vouchers as requested.

### Organizational Responsibilities

- Applies high ethical standards, such as honesty, responsibility, and trustworthiness, at all times.
- Demonstrates a high level of initiative, effort, attention to detail, and commitment by completing assignments in a timely and effective manner.
- Provides friendly, prompt customer service at all times, to both internal and external customers.
- Facilitates cooperation, trust, and teamwork with coworkers, supervisors, and other employees throughout the organization.
- Follows organizational policies and procedures with minimal supervision, and complies with all applicable local, state, and federal regulations as they relate to each job.

- Completes all required safety trainings/classes in a timely manner.

## **Knowledge, Skills and Abilities to Start**

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skills and/or ability required.

- Ability to establish work priorities and plan and schedule projects.
- Ability to perform work in accordance with established time and safety standards.
- Have good oral and written communication skills, knowledge of Microsoft Office programs.
- Possess excellent customer service skills, establish and maintain effective working relationships with other employees, officials, and all members of the general public.
- Perform field designs for situations that arise unexpectedly. These may include building storm water control devices, handling emergency traffic-routing situations, detours, and other such field repairs or modifications.
- Have a basic knowledge of traffic signals.
- Be familiar with solid waste collection routes and update as needed.
- Ability to perform all tasks outlined in the job descriptions for street technicians and solid waste operators.
- Maintain harmony among workers and assist assistant public works director with resolving grievances as requested. Be able to resolve conflict and address grievances.

## **Minimum Qualifications**

- Graduation from high school or possession of GED certificate.
- Five (5) years' experience as street technician, laborer or similar trade, at least one year of previous supervisory experience, or equivalent combination of relevant education and experience.
- Valid South Dakota CDL Class A driver's certificate with air brake and tanker endorsements or ability to acquire within ninety (90) days of hire. Have an insurable driving history.
- Considerable knowledge of equipment, materials, and supplies used in street, airport, and solid waste operations.
- Working knowledge of first aid and applicable safety precautions.
- Knowledge of city specifications and codes.
- Maintain Flagger Certification, MSHA Certification, and Certified Applicator License.

## **Tools and Equipment Used**

Bulldozers, backhoe, street sweeper, motor grader, large tandem axle dump trucks with snowplows, front end loaders, rollers, pavers, excavators, boom trucks, vehicles requiring air brake and tanker endorsements on CDL certification, combination vehicles, automated refuse trucks, hand and power tools, surveying equipment, motor vehicle, telephone, mobile radio, fax machine, copier, personal computer, and calculator.

This list is intended to illustrate a sample of tools and equipment that may be used while employed. Tools and equipment may vary from this list depending on the specific requirements of a project.

## **Physical Requirements**

The physical demands described here are representative of those that must be met to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, frequent standing, sitting, walking, talking, and hearing are required. The employee must be able to lift and/or move up to 90 pounds. Work is primarily performed outdoor and will be exposed to extreme weather conditions, unusual smells and conditions.

## **Working Conditions**

- On Call/Response Time: Residency required within a distance from the City of Spearfish adequate to meet a thirty (30) minute response time.
- Weekends/Holidays: May be required to work weekends, holidays, and on call shifts.
- Hours: Forty (40) hours per week; more as situations may demand, with the main schedule set by the assistant public works director. The street/solid waste foreman should be especially reliable, flexible, and available to work

during times of bad weather, emergencies, heavy traffic, and major citywide holidays and celebrations. Foreman may be required to work evenings, weekends, or holidays.

## **Disclaimer**

The above information is intended to describe the general nature and level of work to be performed by employees in this position. It is not intended to be an exhaustive list of all duties, responsibilities, requirements and working conditions. The city reserves the right to change or assign other duties to this position as needed and as deemed appropriate. Employees holding this position will be required to perform any other job related duties requested by management. Reasonable accommodations may be made as needed for employees to perform the essential duties and responsibilities and meet the requirement of the position. City of Spearfish employees are considered at-will employees. An employee may terminate his/her employment at any time and the city may also terminate the employee's employment at any time. Unless otherwise provided by contract or law, all employment with the City of Spearfish is to be considered "at-will".

## **Employee Acknowledgement**

I have carefully read and understand the contents of this position description. I understand the duties, responsibilities, requirements, and working conditions. I also understand that this is not necessarily an exhaustive list of duties, responsibilities, requirements and work conditions associated with the position. While this list is intended to be an accurate reflection of the current position, I understand that the employer reserves the right to revise the duties and responsibilities of the position or to require that additional or different tasks be performed. I understand that I may be required to work overtime, as well as different shifts or hours outside the normally defined workday or workweek.

Employee's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Department Head: \_\_\_\_\_

Date: \_\_\_\_\_