PUBLIC WORKS FOREPERSON

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, this position plans, schedules, organizes, directs and evaluates the work performed in the construction, maintenance and repairs

TYPICAL WORK ACTIVITIES: (Illustrative only)

- Assists the departmental leadership in organizing, developing, directing, supervising and performing work involved in the management of public works and the provisions of essential municipal services within the area assigned to;
- Assigns and instructs Labor Supervisors or crew leaders;
- Reviews completed work to see that proper procedures are followed and reasonable standards of work are met;
- Plans for the effective utilization of available resources (personnel, equipment, materials and supplies) of the assigned area ;
- Coordinates interrelated departmental programs;
- Establishes and maintains procedures for the use of equipment and materials;
- Obtains, stores, safeguards and supervises the use of equipment, materials and supplies;
- Directs the establishment and maintenance of records and files;
- Investigates complaints and takes action on complaints made with a minimum delay;
- Reports to superior of complaints and actions taken;
- Ensures adherence to established safety precautions;
- Inspects ongoing and completed work to ensure adherence to established procedures;
- Utilizes various types of electronic and/or manual recording information systems used by the department;
- Performs related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Thorough knowledge of procedures, methods and techniques of construction, maintenance and repair, including preventive, predictive and corrective maintenance within assigned public works and municipal operations;;
- Working knowledge in the interpretation and application of pertinent City codes, and State and/or Federal laws and regulations;
- Working knowledge of departmental operations, services and activities;
- Working knowledge of planning, estimating and scheduling maintenance, inspections, repairs or replacements, including material and labor costs;
- Working knowledge of principles and procedures or record keeping;
- Work knowledge of safety procedures and practices;

- Working knowledge and experience in supervising, training, evaluating and directing the work of others;
- Good knowledge of the timekeeping and report writing of the department to which assigned;
- Ability to instruct subordinate employees in departmental practices and to enforce policies;
- Ability to understand and effectively carry out written and oral instructions;
- Ability to undertake special projects and assignments in an efficient and effective manner;
- Ability to read and write;
- Willingness to work outside in all types of weather and conditions;
- Dependability;
- Willingness to respond to emergencies;
- Good judgment;
- Initiative and resourcefulness;
- Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Seven (7) years of satisfactory full-time paid experience in general labor, construction, building and grounds maintenance, sewer repair and maintenance, municipal maintenance, facilities maintenance, infrastructure maintenance, utility operations, or a closely related field, five (5) years of which must have been in a supervisory or managerial capacity.