

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 of the City's infrastructure in one or more divisions within the Department of General Services.

TYPICAL WORK ACTIVITIES: (Illustrative only)

- Assists the Deputy Commissioners in organizing, developing, directing, supervising and performing work involved in the management of public works and provisions of essential municipal services within division 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 assigned division;
- 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 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 public works areas;
- 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 fulltime paid experience in general labor or construction work, buildings and grounds maintenance or sewer repair and maintenance, five (5) years of which must have been in a supervisory or managerial capacity

SPECIAL REQUIREMENT:

A valid New York State Commercial Driver's License (Class B or higher) is required within six months of appointment and for the duration of employment.