

TOWN OF BUENA VISTA, COLORADO

Job Title: Streets Foreman

Department: Public Works
Reports to: Public Works Director
Work Location: Public Works Shop
Status: Non-Exempt, Full-Time
Salary Grade: 6
Pay Range: \$21.77 to \$30.13
Effective Date: 11/13/12
Revision Date: 1/13/2020
Approved By: Shawn Williams

GENERAL STATEMENT OF DUTIES

Performs scheduling and daily work oversight of routine maintenance of and repairs to streets and alleys in the Town of Buena Vista. Position must occasionally work long, non-business hours to fulfill organizational needs and respond to emergencies. On-call duties required.

ESSENTIAL DUTIES

The following statements are illustrative of the essential functions of the job and do not include other nonessential or peripheral duties that may be required. The Town of Buena Vista reserves the right to modify or change the duties or essential and additional functions of the job at any time.

1. Schedules and assists in the on-site supervision of all street maintenance activities and projects.
2. Manages snow removal operations and personnel.
3. Inspects all street cuts and estimates required amount of patching materials.
4. Operates complex heavy equipment, including snow removal equipment, and performs routine maintenance on vehicles and equipment.
5. Performs the painting of crosswalks, parking spaces, etc.
6. Assists with maintenance of all municipal buildings and grounds.
7. Manages street signage.
8. Performs plumbing repairs and welding fabrication.
9. Other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- Principles, methods, materials, and equipment common to municipal public works operations
- Principles, methods, materials, and equipment common to the operations of parks, grounds, and building maintenance
- The language, methods, materials, and equipment common to maintenance and construction of municipal streets

- Safe working practices and procedures such as defensive driving, traffic control, and safe lifting techniques
- Traffic laws and safety rules applicable to truck and equipment operation

Skills and Ability to:

- Operate heavy equipment, including snow removal equipment
- Operate a variety of power and hand tools
- Interpret and apply a variety of departmental policies and procedures
- Apply appropriate decision-making skills within the scope of work procedures
- Work safely and promote safe working conditions
- Work cooperatively with others encountered during the normal course of work
- Perform basic math calculations

Supervisory Duties: Lead accountability for other streets employees; may include scheduling, assigning, and reviewing of work, instruction/training in work methods, and providing input into disciplinary actions. May be required to manage a Department of Corrections labor crew, community service workers, and seasonal laborers.

EDUCATION AND EXPERIENCE

Education/Training: High school diploma or GED required.

License or Certificates: Must possess and maintain a Colorado Commercial 'B' driver's license with air brake endorsement.

Work Experience: At least three years of experience operating heavy equipment.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the functions of the job. Work involves walking, talking, hearing, using hands to handle, feel, or operate objects, tools, or paper, and reaching with hands and arms.

Environment: Most duties of this position are performed in an outside environment involving frequent exposure to extreme heat or cold, to wet weather conditions, and to dry, dusty, and noisy environments. Occasional exposure to concrete dust, hot asphalt, fumes, solvents, grease, and oil.

Physical: Frequent sitting, standing, step climbing, and walking. Must be able to operate motor vehicles and heavy equipment. Employee must not be afraid of heights, must be able to climb a ladder, and must be capable of lifting and carrying 50 pounds repeatedly. Will require climbing, balancing, bending, stooping, kneeling, and/or crouching. Must be able to walk on uneven or slippery surfaces.

Vision: The employee must have good close, distance, and peripheral vision, as well as depth perception and the ability to adjust focus.

Hearing: The employee must be able to talk and hear in order to communicate information and maintain awareness of the environment. Employee must be able to use a telephone and two-way radio.