



## City of Pittsfield *Job Description*

<b>Position Title:</b>	<b>Working Foreman</b>	<b>Grade Level:</b>	<b>05/80</b>
<b>Department:</b>	<b>DPS Highway</b>	<b>Union/Non-Union:</b>	<b>Union, S&amp;P</b>
<b>Reports to:</b>	<b>Superintendent</b>	<b>Date Prepared:</b>	<b>07/09/2019</b>

### **Job purpose**

The Foreman performs journeyman level skilled labor duties in the construction, maintenance and repair of streets, sidewalks, drains, and bridges. The foreman also performs related traffic-control systems, including incidental facility maintenance and general public works related duties.

### **Duties and responsibilities**

1. Supervises and works with skilled, semi-skilled and unskilled employees and contractors operating heavy dump trucks, backhoes, loaders and specialized road construction and maintenance equipment, stripers and mowers
2. The foreman also supervises and works with ground and tree maintenance equipment in the performance of duties assigned, including but not limited to street construction and maintenance, traffic signal maintenance, drainage construction and maintenance, snow and ice removal, salting and sanding, bridge and culvert maintenance, related building and structure maintenance, grounds maintenance and tree and brush trimming and removal and related public works maintenance
3. Serves as on-call foreman for the department on an assigned rotating schedule and shift supervisor during winter snow removal operations
4. Performs masonry and cement work in the construction and maintenance of manholes and catch basins and other brick, block or concrete pads or structures, including sidewalks, curbing, roads, dams, culverts and related buildings
5. Performs incidentals building maintenance work on functionally related buildings and structures, including painting, carpentry, plumbing and masonry repairs and operates hand and power tools in the performance of the task assigned
6. Performs daily servicing and maintenance on equipment assigned
7. Checks and inspects highway related contractor work for satisfactory completion and compliance with permits
8. Performs all other duties as assigned or required.

### **Qualifications**

1. High school diploma or equivalent
2. Two years of acceptable experience operating heavy equipment such as trucks, snowplows, loader/backhoes, bulldozers, loaders or other hydraulic equipment of a type to be used in the performance of tasks assigned
3. Two years acceptable experience as a construction journeyman or equivalent in street construction or general contracting industry
4. Strong working knowledge of construction methods, techniques, equipment, materials and safety practices used in a Public Services Department
5. Demonstrated ability to read and use drawings and maps
6. As a minimum, shall hold a valid Class B Commercial Driver's License and 2B Hydraulic License to Operate Hoisting Machinery for a front-end loader and backhoe and 4E endorsement (catch basin). All licenses must be suitable for use in the Commonwealth of Massachusetts

- 7. Requires strong communication skills to work effectively with a diverse population.
- 8. Proficiency in Microsoft Office, including Word, Excel, and Outlook.

**Working conditions**

While performing the duties of the Highway Working Foreman, the incumbent is required to: interact and communicate frequently with the public, government officials, other staff members and boards, and/or third parties transacting business with the City. Work is performed both indoors and outdoors, sometimes in inclement weather. Incumbent will be required to be available to respond to emergency & trouble calls on a 24 hour a day basis.

**Physical requirements**

Operates standard office equipment including computers and keyboards, at efficient speed; and move throughout the municipal buildings which may include flights of stairs. Ability to climb ladders and enter manholes, access ways and underground vaults, walk long distances over uneven terrain, lift 50 pounds from ground to chest height in a standing position.

**Direct reports**

Highway Maintenance Craftsperson(s) I & II

<b>Approved by:</b>	<i>Michael J. Taylor</i>
<b>Date approved:</b>	<i>July 9, 2019</i>
<b>Reviewed:</b>	<i>July 9, 2019</i>