

ASSISTANT FOREMAN – STREETS AND SANITATION

DISTINGUISHING FEATURES OF THE CLASS: This is supervisory work encompassing both the Street Construction and Maintenance Division and Sanitation Division of the City's Department of Public Works. The work involves supervision of street construction, repairs and cleaning of streets, alleys, sidewalks, and other municipal areas including snow removal operations. The work also involves supervision of all garbage and bulk refuse collections. General supervision is received from the Foreman – Street Construction and Maintenance, Senior Foreman – Streets and Sanitation and/or an assigned superior. Work is performed in accordance to instructions from a superior and set procedures and policies with some leeway in work procedures and assignment of work crews. Supervision is exercised over Crew Leaders, Operating Engineers, Motor Equipment Operators and skilled and unskilled maintenance workers. The Assistant Foreman – Streets and Sanitation performs related work as required.

TYPICAL WORK ACTIVITIES:

Supervises assigned workers in street and sidewalk construction and maintenance;
Supervises street cleaning and snow removal;
Supervises assigned workers in bulk refuse and garbage collection;
Trains and instructs subordinates in the proper methods to be used in repairing streets and sidewalks;
Inspects work in progress to ensure adherence to plans and instructions and adherence to proper safety procedures;
Instructs workers in safety measures including setting up of barricades and danger signals;
Prepares reports as required.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of methods, tools and equipment used in the construction and repair of streets and alleys, and in laying and finishing concrete sidewalks; good knowledge of local laws and ordinances regarding streets and sidewalks; good knowledge of garbage, ashes and refuse collection and disposal practices; skill in working with concrete, asphalt and other acceptable paving materials; skill in the operation of motor equipment and street paving equipment and tools; ability to plan and supervise the work of others; ability to maintain simple records and write simple reports; tact and courtesy in dealing with the public; dependability; good judgment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: **EITHER**

(A) Graduation from high school or possession of a high school equivalency diploma and three (3) years of experience in municipal construction and maintenance work;

OR

(B) Five (5) years of experience as defined in (A).

NOTE: At least three (3) years of appropriate experience is required; additional education beyond high school graduation cannot be substituted for the required three (3) years experience.