

VILLAGE OF ALLOUEZ

Allouez Village Hall • 1900 Libal Street • Green Bay, Wisconsin 54301-2453
Phone No.: (920) 448-2800 • Fax No.: (920) 448-2850

Department of Public Works

04/19/2022

STREET FOREMAN JOB DESCRIPTION AND POSITION POSTING

As a result of the creation of the Utility Foreman Position that includes the operation and maintenance responsibilities of the sanitary sewer, the Street Foreman Job Description has been edited accordingly. The revised job description is attached.

With the slight change to the position job duties, position will include a greater focus and attention to the maintenance and repair of Village Streets. And as such a change to the position pay grade is not proposed at this time. However in the coming years pay for all positions will likely be reviewed.

On April 13th the Public Works Committee made a recommendation to the Village Board to approve the revised Street Foreman Job Description.

If approved an internal job posting will be advertised.

Suggested Motion:

Approve staff revisions to the Street Foreman Job Description.



VILLAGE OF ALLOUEZ
POSITION DESCRIPTION

POSITION TITLE: Foreman – Street Dept.

APPROVED: April 19, 2022

REPORTS TO: Director of Public Works

FLSA: Non-exempt

JOB PURPOSE: Under the general direction of the Public Works Director; organizes, schedules, assigns, and maintains various operations, projects, equipment and personnel to ensure efficient and effective public works services. Assesses and implements operating and maintenance schedules for brush and bulk collection, snowplowing, yard waste collection, garbage and recycling collection, street cleaning, street patching, striping and signing, leaf collection and other street department services. Assesses street, solid waste and storm sewer problems and determines appropriate actions. It is expected that approximately 75% of the foremen's work week is performing special/heavy equipment operator duties.

DUTIES & RESPONSIBILITIES: The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive and other duties may be required and assigned.

Under the direction of the Public Works Director; organizes, assigns, and maintains various operations, projects, equipment and personnel to ensure efficient and effective public works services.

Directly supervises all snow plowing and ice control operations, street cleaning, yard waste and leaf collection, garbage and recycling collection, grass/weed control, brush and bulk collection, street patching, striping and signage, storm sewer maintenance and other public works operations as directed by the Public Works Director.

Works collectively with the Utility Foreman to schedule employees for various sanitary sewer maintenance and repair activities. Also assists in the coordination (staff and equipment) of assigned activities with other Village Departments.

Assists the Engineering Department with the preparation of the State of Wisconsin PASER street pavement condition report and planning of street improvement projects.

Oversees the operation and maintenance of the Village's residential yard waste site.

Responses on nights and weekends for snow and ice storms, downed trees, traffic emergencies and other emergency and overtime calls. Assists with determining needs and makes employee assignments for all overtime requirements including the garage mechanic. This includes frequent road inspections during winter conditions to observe, evaluate, implement and coordinate winter snowplowing operations.

Assigns and reviews work of street department employees.

Investigates and responds to resident complaints and resolves problems or recommends appropriate action. Works collectively with administrative assistants to provide notifications to the public on various Public Works Department activities.

Assists with the inter-governmental coordination with local, State and Federal agencies relative to Street Department maintenance activities.

Assists with the preparation of the budget, ordering and purchasing of supplies and equipment.

Recommends replacement of fleet vehicles at appropriate times.

Assists with the planning of solid waste and recycling programs.

Maintains records of labor time, material and equipment used.

Coordinates training opportunities for staff.

Serves in position as rotating on-call operator for after-hour emergencies.

POSITION QUALIFICATIONS: A 2-year associate degree in a public works related field or equivalent, a minimum of 5 years of experience in public works operations and/or governmental supervisory management, in any combination, is required. A combination of equivalent experience, supervisory management, and education may be considered by the Village if it meets this intent.

A good driving record and possess a valid State of Wisconsin Commercial Driver's License.

KNOWLEDGE, SKILLS AND ABILITIES: Ability to communicate effectively both orally and in writing is required.

Ability to work cooperatively with others and to deal tactfully and effectively with the public is required.

Knowledge of the methods, practices, materials and equipment used in road maintenance, snow removal, street patching, permanent and temporary traffic control, solid waste collection, storm and sanitary sewer maintenance and other public works functions is required.

Proficient in the use of Microsoft Office products including Outlook, Word, and Excel.

Ability to effectively organize activities; including scheduling and assigning work to employees, obtaining quotations and ordering operating supplies, and planning street maintenance work.

Good supervisory skills including the ability to coordinate multiple employee work task assignments, coordinate overtime call-ins for snowplowing and other emergencies, assign work tasks based on knowledge of employee skills, check on work progress and modify as needed to complete the work in a timely manner.

SUPERVISION/DECISION MAKING: Assigns and reviews the work of full-time employees and part-time employees. Make preliminary recommendations regarding personnel actions. Evaluates employee performance under the direction of the Public Works Director. Makes decisions that affect Village operations and budget. Receives general supervision and works alone on routine work from standard practices and procedures.

INTERACTION: Frequent inside and outside contact with co-workers, suppliers, immediate supervisor and residents. Contacts involve corrections or adjustments where some tact is essential to resolve minor problems.