



JOB DESCRIPTION

Public Works Foreman

Date Prepared: June 2014

Class Code: 7330

SUMMARY: Under limited supervision, provides leadership and direction to public works staff members and prepares short- and long-range plans, goals and objectives for assigned projects.

ESSENTIAL FUNCTIONS: -- *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to, the following:*

- Prioritizes, determines and assigns projects to work crews to ensure maximum use of staff resources.
- Reviews the progress of work projects and makes recommendations to assure work is performed in a timely and efficient manner.
- Inspects and monitors work sites to ensure safety precautions are followed to protect workers and the general public.
- Prepares time sheets, work reports and other records and reports.
- Conducts inspections of work projects to ensure compliance with quality, appearance and conformance to time tables, work orders, specifications, policies and safety regulations.
- Supervises subordinate staff; sets work priorities; creates work schedules; provides training; conducts performance evaluations; rewards and/or disciplines employees.
- Bids and requisitions services, supplies and materials.
- Supports the relationship between the City of Vernon and the general public by demonstrating courteous and cooperative behavior when interacting with visitors and City staff; maintains confidentiality of work-related issues and City information; performs other duties as required or assigned.

MINIMUM QUALIFICATIONS:

Education, Training and Experience Guidelines:

High school diploma or equivalent; AND seven years of experience, including five years of supervisory experience, in public works.

Knowledge of:

- City organization, operations, policies, and procedures.
- Principles and practices of administrative management.
- Principles and practices of effective employee supervision.
- City infra-structure and boundaries.
- Infrastructure and building construction, maintenance and repair.
- Regulatory requirements for the operation, maintenance, and repair of City facilities.
- Principles and practices of public works, City facilities, garage and warehouse operations.
- Principles and practices of project management.
- Principles and practices of strategic planning.
- Customer service standards and protocols.

Skill in:

- Directing the work of subordinate staff.
- Defining problems, establishing facts and drawing valid conclusions.
- Managing situations requiring diplomacy, fairness, firmness and sound judgment.
- Interpreting and applying City, state and federal policies, laws and regulations.
- Building effective teams and providing efficient customer services.
- Communicating effectively verbally and in writing.
- Dealing tactfully and courteously with the public.
- Establishing and maintaining cooperative working relationships with managers, supervisors, staff, vendors, suppliers, utilities, contractors and the general public.
- Operating a personal computer and various software applications.

LICENSE AND CERTIFICATION REQUIREMENTS:

Public Works Certificate desirable.

Possession of a valid California State driver's license.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

Work is performed in an office and outdoor work environment. May be required to lift and carry up to 50 pounds. May be required to climb ladders. May be exposed to dangerous machinery and extreme weather conditions,