



City of Driggs Classification Specification

Foreman: Streets and Parks

Department: Public Works
Effective Date: 10-2016

Pay Grade: 9
FLSA Designation: Non-Exempt (covered)

General Statement of Duties

Incumbent performs a variety of skilled duties as the lead worker and field supervisor in all aspects of street, pathway, and right-of-way operations. Incumbent performs field supervisory and skilled activities essential to the upkeep, construction, maintenance, and beautification of City parks, City grounds, and park facilities.

Classification Summary

The principal function of an employee in this class is to perform manual and skilled labor tasks related to the operation of light to heavy equipment related to the construction, maintenance, and repair of city road and storm drain systems. The employee also plans, organizes, and directs the upkeep of the City's parks and grounds. Incumbent works under the general direction of the Mayor although considerable latitude is granted for the exercise of independent judgement and initiative. The principal duties of this class are performed in a shop and outdoor environment that may involve inclement weather and potential personal hazards.

Essential Duties and Responsibilities

(Illustrative Streets, not all inclusive)

- Serves as project lead to ensure timely and efficient completion of daily street, pathway, and right-of-way projects including snow removal, sweeping, street signs, patching, crack sealing, pothole repairs, hauling, grading, storm drains, etc. to help achieve efficient street maintenance;
- Operates a variety of heavy equipment, such as roller, backhoe, front-end loader, road grader, and some light equipment such as street sweeper, tractor, dump truck, snow plow, sander, etc. as needed to construct, maintain and repair City streets;
- Performs equipment preparation and preventative maintenance on a variety of both heavy and light equipment; monitors oil, grease, and fuel levels to insure proper lubrication on a daily basis; makes minor adjustments to improve equipment performance; makes minor repairs in the field as needed;
- Works with blue prints and plans used on construction or maintenance projects; works on storm drains, parking lots, street and alleys, etc.; maintains records of work performed;
- Performs a variety of manual tasks as needed; shovels dirt, gravel, and other materials, cleans up work sites; grades roads, repairs bridges and drain pipes, etc.;
- Assists with and oversees contracted services such as street repairs, snow removal, sidewalk installation, sign placement, etc.;
- Serves as lead on in-house snow plowing and sanding;
- Monitors equipment upkeep and maintains records of service and maintenance records;
- Assists in developing, preparing, and identifying equipment and materials needs for Street jobs.

(Illustrative Parks, not all inclusive)

- Supervises and works directly with seasonal parks employees to maintain parks and grounds;
- Prepares ball playing fields & park grounds for public use by harrowing, spraying, dragging appropriate equipment;
- Maintains attractive parks and grounds by insuring playing areas are watered and trimmed; maintains and cleans buildings, play equipment, and restrooms;
- Maintains field barriers and fences; participates in the construction, installation and maintenance of park equipment and signs;
- Constructs, installs and maintains park irrigation systems; operates and maintains electronic valves, timers, and operating systems;
- Gathers and disposes of litter and garbage; operates light equipment as needed to accomplish work assignments; grooms and mows turf; performs routine maintenance checking oil and fluids, air pressure, gauges, etc.; may be required to operate heavy equipment such as tractors; backhoe, bucket truck, etc.;
- Patrols city parks and grounds to locate areas needing care and upkeep; makes recommendations for beautification; acts as code enforcement for weed abatement;
- Reviews work requests and determines the most effective methods and procedures to accomplish tasks and grants or denies approval for the project;
- Supervises and works closely with contracted personnel in the maintenance and upkeep of parks and grounds;
- May plan, submit, and coordinate grant applications.

Secondary Duties and Responsibilities

- Trains personnel in the proper use and operation of equipment and instructs in safety precautions and procedures;
- Other duties as assigned.

Competency Requirements

Knowledge of:

- Considerable knowledge of equipment and machinery operation typical to a Street Department; skill in operating heavy duty equipment;
- Working knowledge of hazards and safety precautions related to construction and equipment operation; working knowledge of traffic laws, ordinances, and regulations; some knowledge of construction methods and procedures typical to city streets and service systems; some knowledge of preventative maintenance and parts for the same; some knowledge of masonry, carpentry, and welding skills;
- Some knowledge of principles of supervision, interpersonal communications, and management;
- Working knowledge of parks and grounds maintenance and construction procedures; methods and care of sod and trees; working knowledge of electronic computer controlled irrigation systems installation and maintenance;
- Working knowledge of pesticide application equipment and safety precautions; basic skills in the use of hand tools, light and heavy equipment.

Ability to:

- Ability to perform strenuous physical labor; ability to work outdoors under extreme weather

conditions;

- Operate light and heavy equipment and a variety of hand tools;
- Ability to effectively respond to emergency situations and make accurate decisions; ability to analyze and remedy problems typical to street maintenance and repair;
- Ability to organize and direct the work of seasonal employees and contracted personnel; ability to evaluate work projects for efficiency and effectiveness; ability to read and understand blueprints and plans;
- Exercise sound judgment and generate workable solutions in problem situations;
- Communicate effectively in orally and in writing;
- Establish and maintain effective working relationships with the supervisor, co-workers, staff, contractors and the public under sometimes stressful conditions;
- Maintain a professional demeanor at all times;
- Perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Operate standard office equipment and a personal computer using program applications appropriate to assigned duties;
- Demonstrate integrity, ingenuity, and inventiveness in the performance of assigned tasks;
- Must be able to work an on-call schedule.

Acceptable Experience and Training

- High school diploma or GED equivalency is required; with four (4) years of related experience; or
- Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.

Special Qualifications:

- Must possess a valid Idaho Class B CDL with Airbrakes and Tanker Endorsement or be able to obtain within six (6) months of hire;
- May be required to obtain a general applicator license for spraying herbicides and pesticides;
- Road Scholar certification preferred, must initiate obtaining within six months of hire.

Essential Physical Abilities

- Sufficient clarity of speech and hearing, with or without reasonable accommodation, which permits the employee to discern verbal instructions and communicate effectively on the telephone and in person;
- Sufficient visual acuity, with or without reasonable accommodation, which permits the employee to comprehend written work instructions; to operate assigned equipment;
- Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to safely operate assigned equipment and a variety of hand tools;
- Sufficient personal mobility, agility, and physical reflexes, with or without reasonable accommodation, which permits the employee to perform essential job functions in an office or field setting that may require lifting/moving 80 lbs., bending, stooping, kneeling, climbing, stretching and other physical exertions including performing tasks involving hand/wrist/arm movements.