

Full-Time Public Works Employee

Job Title: Public Works Foreman
Department: Public Works
Reports To: Public Works Director
FLSA Status: Non-Exempt
Prepared By: Mark Ekblad
Approved By: Village Board
Approved Date:

Summary:

This full-time position is under direct supervision of the Public Works Director.

The Public Works Foreman assists with the planning, organization, administration and direction of the day-to-day activities of the Public Works Department for the Village of North Hudson; coordinates all public works employees, as well as vehicles and equipment, as directed by the Public Works Director; to perform related tasks in the maintenance of streets, storm sewers, sanitary sewer and water distribution systems, traffic control devices, parks, municipal buildings and grounds.

This is an important and responsible supervisory position in planning and directing the Village of North Hudson's Public Works and Parks programs and activities. Supervision is exercised over a staff, which includes full and part-time maintenance workers and seasonal employees. And in the absence of the Public Works Director, is responsible for the operations of the Public Works Department.

This is a full-time position, with benefits. The regular work schedule is 7:30 a.m. to 4:00 p.m., Monday through Friday. However, this employee is expected to respond to emergency call-ins at any time and may also have their regular work schedule altered by the Public Works Director or the Village Administrator in order to effectively respond to emergency situations. This employee will coordinate with the Public Works Director to determine what additional staff or personnel are need to be called-in for said emergencies.

Essential Duties and Responsibilities:

- Assist the Public Works Director in carrying out directives of the Village Board, Village President, Chair of Public Works, Chair of Park Board and the Village Administrator. And reporting results obtained or difficulties encountered.
- Directs staff in the day to day operations of the Public Works Department to include the maintenance, repair and construction of streets, curbs and gutters, sidewalks, storm sewers, culverts, and drainage facilities, sanitary sewer and water distribution systems, traffic control devises, signs and markings, parks, municipal buildings and grounds.

- Controls the use of and directs the maintenance and repairs of all vehicles and equipment throughout the department.
- Supervises the inspection of Village-owned buildings, parks, sanitary sewer system (including lift stations), storm sewer system, traffic control devices and the water distribution system (including fire hydrants) etc. for preventive maintenance proposes.
- Schedules and trains the crews in snowplowing and ice removal, street repair, equipment use, equipment repair and safety.
- Operates snow removal equipment consisting of trucks equipped with snowplows, skid loaders, snow blowers and truck mounted ice prevention system.
- Operates trucks, skid loaders, lawn mowers, trimmers, chainsaws and other equipment including common hand and power tools.
- Perform Village Forester duties and other related duties that may be assigned.
- Attends meetings of the Village Board, Public Works Committee and Park Board as requested.
- Assists in assuring that all staff members maintain required licensure, certifications and attend needed safety classes.
- Assist the Public Works Director with the annual budget planning process.

Qualifications and skills:

- Working knowledge of modern principles and practices of public works and parks administration, including the methods, material and equipment used in public works and parks construction and maintenance projects.
- Working knowledge of occupational hazards and their prevention.
- Must possess the ability to safely operate trucks, skid loader, lawn mowers, trimmers, chainsaws, snow blowers, snowplows and other equipment including common hand and power tools.

Minimum Qualifications;

- High school diploma or equivalent.
- Valid Wisconsin Commercial Drivers license (CDL) with Federal Medical (Fed Med) Certification or ability to obtain the Fed Med certificate within ninety (90) days of the date of employment.
- All applicants must be able to pass a criminal background check.
- Physical ability and fitness to perform duties of the position.

Judgment and Situational Reasoning Ability:

- Ability to follow standard safety practices and procedures.
- Ability to assist with the direction and supervision of public works and parks activities and employees in a coordinated matter.
- Ability to work independently or with a group with only occasional review of work performance and records.

- Ability to establish and maintain effective working relationships with other employees; other departments and the public.
- Ability to manage competing demands, change approach or method to best fit the situation, and deal with frequent change, delays or unexpected events.
- Ability to respond to management direction, take responsibility for own actions, keep commitments and complete tasks on time.
- Ability to understand and carry out written and oral instructions; prepare written reports and correspondence; read and interpret documents, manuals and reports.
- Ability to maintain confidentiality of all Department matters.
- Ability to professionally communicate with the public.

Physical Requirements:

- Ability to operate, maneuver and/or steer equipment and machinery requiring simple but continuous adjustments, such as motor vehicles, skid loaders, mowers, telephones and two-way radio.
- Ability to operate equipment and machinery requiring monitoring multiple conditions and making multiple complex adjustments.
- Ability to coordinate eyes, hands, feet and limbs in performing slightly skilled movement operating motor vehicles and equipment.
- Ability to exert moderate to heavy physical effort, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, crawling, lifting, carrying, pushing and pulling.
- Ability to sustain prolonged visual concentration.
- Ability to recognize and identify similarities or difference between characteristics of colors, forms, sounds, odors and textures associated with job-related objects, materials and tasks.
- Regularly lift and/or move up to twenty-five (25) pounds, frequently lift and/or move up to fifty (50) pounds, and occasionally lift and/or move more than one hundred (100) pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

Work Adaptability:

- Ability to work under generally safe and comfortable conditions where exposure to environmental factors such as irate individuals, intimidation, temperature variations or extremes, odors, toxic agents, violent noise, wetness, machinery, electrical currents and/or dust may cause discomfort and pose some risk of injury.
- The noise level in the work environment occasionally requires the use of hearing protective equipment.

- The duties listed above are intended only as illustrations of various types of work that may be performed. The omission of the specific statement of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.
- The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

In the event the Public Works Director shall be absent from the Village or incapable of discharging such duties, responsibilities and powers for any reason, the Public Works Foreman shall act as the Public Works Director during such absence or incapacity.

The Village of North Hudson is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, The Village will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

THE VILLAGE BOARD RESERVES THE RIGHT TO WAIVE ANY REQUIREMENTS OR MODIFY THIS POSITION DESCRIPTION.