

	DEPARTMENT 01-79 STREET		FLSA	NON-EXEMPT
	PAY GRADE 17	OCCUPATIONAL CATEGORY		SERVICE/MAINTENANCE
	WORKSTEP CODE 899.684-046	LEVEL		HEAVY
	DRUG SCREEN TYPE DOT-FMCSA			
	STATE EMPLOYMENT CODE 237310	WORKER'S COMPENSATION CODE 5506		
	REVISION DATE 08/2020			
	79-020 FOREMAN - STREETS			

REPORTS TO: Street and Drainage Superintendent

DIRECTS: Streets Department personnel

OTHER: Has contact with other city employees and with the general public

BRIEF DESCRIPTION:

This is a supervisory position and duties include directing street department personnel, determining work schedules, keeping records and reporting monthly of department activities, and operating machinery in maintenance tasks. Subject to after hour call outs for emergency situations.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

S- SEDENTARY	L- LIGHT	M-MEDIUM	H-HEAVY	V- VERY HEAVY
Exerting up to 10 lbs. occasionally; or Negligible weights frequently; or Sitting most of the time	Exerting up to 20 lbs. occasionally; or 10 lbs. frequently; or Negligible amounts constantly; or Requires walking or standing to a significant degree	Exerting 20-50 lbs. occasionally; or 10-25 lbs. frequently; or Up to 10 lbs. constantly	Exerting 50-100 lbs. occasionally; or 10-25 lbs. frequently; or Up to 10-20 lbs. constantly	Exerting over 100 lbs. occasionally; or 50-100 lbs. frequently; or Up to 20-50 lbs. constantly

#	CODE	ESSENTIAL FUNCTIONS
1	M	Supervises the operation of the street department
2	H	Supervises and participates in the performance of manual work which includes patching streets, maintaining streets and alleys, tree trimming, installing culverts (drainage) and cleaning storm drains
3	L	Ensures city's safety program is carried out properly
4	S	Works with the Superintendent to determine tasks and priority of tasks on a daily basis and assigns manpower accordingly
5	H	Operates construction and maintenance equipment such as trucks, backhoes, and rollers for a variety of construction and maintenance operations involving streets, sidewalks, curbs, gutters, driveways, ditches and right-of-ways
6	M	Supervises street workers and works alongside when needed
7	M	Trains new employees in all aspects of the street department
8	S	Ensures all maintenance at assigned facilities and equipment is performed in a safe manner including scheduling safety meetings
9	L	Oversees all use of vehicles and equipment in the performance of Street/Drainage department duties.

10	L	Ensures the upkeep and preventative maintenance of all vehicles and equipment used in the performance of their duties
11	S	Orders materials for various projects done by the department
12	S	Maintains a log of all daily department activities
13	S	Acts as a primary Streets Department supervisor during absence of the Superintendent
14	S	Reads and understands written job instructions and plans
15	H	Subject to after-hours call out for emergency situations
16	S	Must arrive at work on time and must maintain a regular and reliable level of attendance

JOB REQUIREMENTS:

CATEGORY	JOB REQUIREMENTS
READING	Ability to read and write the English language
MATH	Ability to make mathematical calculations by adding, subtracting, multiplying and dividing numbers
WRITING	Ability to communicate using the English language Ability to communicate well, both orally and in writing
MANAGERIAL	Manages Street manpower, allocated resources, and time in accordance with project timelines
BUDGET RESPONSIBILITY	N/A
SUPERVISORY/ ORGANIZATIONAL CONTROL	Must be a self-starter and be able to work effectively and efficiently on one's own
COMPLEXITY	Maintain records for state or policy regulations Able to read maps and interpret data
COMPUTER SKILLS	Proficient in Microsoft Office products such as Word, Excel and Outlook
CUSTOMER SERVICE	Ability to learn and use proper customer service habits both internally and externally. Upholding the STARS philosophy.
INTERPERSONAL/HUMAN RELATION SKILLS	Ability to deal effectively with the general public and other city personnel in a courteous manner

NECESSARY KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of the safe operation of equipment used and or the provisions of the Texas Motor Vehicle code pertaining to the operation of vehicles and equipment
- Sufficient skills to operate and train others to operate equipment effectively and safely
- Ability to service and make minor repairs on equipment and to know safety standards to prevent hazards
- Ability to communicate well, both verbally and in writing
- Ability to deal with the general public, vendors and fellow employees efficiently and effectively
- Ability to review, interpret, and analyze data to make sound, knowledgeable decisions and effective recommendations
- Possess the technical skills related to repair and maintenance of streets, alleys, and drainage systems (creek, storm sewers and culverts)
- Ability to read a map to navigate the City of Cleburne
- Knowledge of city streets, creeks, and drainage system

EDUCATION AND EXPERIENCE:

High school graduate or equivalent plus (5) five years of experience in a supervisory position; OR

(7) seven years of experience and training which provides the required knowledge, skills, and abilities; OR

Any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

CERTIFICATES AND LICENSES REQUIRED:

A Valid Class A Texas commercial driver license (CDL) and tanker endorsement and the ability to maintain a satisfactory driving record

ENVIRONMENTAL FACTORS AND SAFETY HAZARDS:

Primarily in outdoor environment with the ability to operate indoors when needed. May be exposed to extreme heat and cold during summer and winter months.

TOOLS AND EQUIPMENT USED:

Standard office equipment including multi-line telephone, computer, fax machine, copier, scanner, shredder, printer, etc.

Full range of grading, paving, and mowing equipment

PHYSICAL DEMANDS:

C= Continuously	F= Frequently	O= Occasionally	R= Rarely	N- Never
2/3 or more of the time	From 1/3 to 2/3 of the time	Up to 1/3 of the time	Less than 1 hour per week	Never occurs

PHYSICAL DEMANDS	FREQUENCY	DESCRIPTION
Standing/ Walking	F	Standing and walking in City Buildings and City facilities on tile, carpet, concrete, asphalt, gravel, and may include sloped or slippery surfaces
Sitting	O	Sitting for extended periods of time while performing street repairs
Lifting/Carrying	O	Ability to lift/carry up to 100 lbs. while moving materials, clearing fallen trees, lifting equipment, etc.
Pushing/Pulling	O	Ability to push/pull up to 150 lbs. of maintenance tools or equipment
Reaching	F	Ability to reach overhead
Handling	F	Tools and equipment controls with both hands and all fingers
Fine Dexterity	O	Able to operate and climb into and out of heavy equipment, trucks, drainage ditches, etc.
Kneeling/Crouching/ Crawling/Bending/Twisting/ Climbing	O	Able to kneel, crouch, crawl, bend and twist while working on heavy equipment, drainage culverts, etc. Able to climb into and out heavy equipment, trucks, drainage ditches, etc.
Vision	C	Ability to see, read, and comprehend a variety of written or displayed media Must be capable of seeing equipment and gauges
Hearing/ Talking	C	Ability to speak and understand fluently the English language Ability to hear the spoken word Must be able to hear radio transmissions; and hear clearly when working around equipment and in traffic, using proper safety precautions

NON PHYSICAL DEMAND:

C= Continuously	F= Frequently	O= Occasionally	R= Rarely	N- Never
2/3 or more of the time	From 1/3 to 2/3 of the time	Up to 1/3 of the time	Less than 1 hour per week	Never occurs

NON-PHYSICAL DEMANDS	FREQUENCY	DESCRIPTION
Time Pressure/ Constraints	F	Ability to complete time sensitive tasks Ability to handle stressful situations and workloads Ability to control temper during various situations Ability to follow and adhere to and City of Cleburne rules, procedures, policies, general orders, ordinances, etc.
Irregular Schedule/Overtime	O	Subject to afterhours call out for emergency situations May be required to work weekends and holidays
Frequent Change of Task	F	Ability to shift focus from one project to the next rapidly
Performing Multiple Tasks Simultaneously	F	Ability to multitask
Emergency Situations	O	Ability to assist in emergency situations should the need arise
Danger/Physical Abuse	O	Physical peril or bodily injury inflicted by environmental factors or external forces Use good judgement to work safely and use safety equipment assigned for duties
Noisy/Distracting Environment	F	Mowing, digging, power equipment and tools, motor vehicles, roadway traffic, pedestrian traffic Work in extreme and constant noise
Working Closely with Others as Part of a Team	C	Ability to establish and maintain effective and cooperative relationships

JOB DESCRIPTION VERIFICATION AUTHORIZATION

The aforementioned statements are intended to describe the general nature and level of working being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills, required of personnel classified in this position. This job description is subject to change as well as the needs and requirements of the job change.

ADA/EEO Compliance

The City of Cleburne is an Equal Opportunity Employer. In compliance with the American's with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with the disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

Formal application, rating of education and experience; oral interview, reference and criminal background checks, Worksteps, and drug screens are required. In addition, job related tests may also be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements 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 City of Cleburne and the employee and is subject to change by the City of Cleburne as the needs of the City and requirements of the job change.

HUMAN RESOURCES USES ONLY

SIGNATURE- REVIEW AND COMMENTS

I HAVE REVIEWED THIS JOB ANALYSIS AND ITS ATTACHMENTS AND FIND IT TO BE AN ACCURATE DESCRIPTION OF THE DEMANDS OF THIS JOB

Employee Signature

Employee Name (printed)

Date

Supervisor Signature

Supervisor Name (printed)

Date

HR Representative Signature

HR Representative Name (printed)

Date



www.cleburne.net/team