

## Public Works Foreman

### JOB SUMMARY

This position will assist the Director of Public Works in planning, organizing, coordinating, and directing the day-to-day work of the Public Works Department to include: the town roadway systems, water treatment and distribution, wastewater collection and treatment, sidewalk, stormwater drainage system, related infrastructure, and building and grounds.

### ESSENTIAL JOB DUTIES

- Assists in planning, organizing, coordinating, and directing the day-to-day work of the Director; oversees the maintenance and construction of town streets; oversees the collection, storage, transportation, and disposal of all yard debris; oversees proper maintenance and upkeep of assigned city buildings, facilities, and grounds; conducts field inspections of the progress and quality of work.
- Assists in the preparation of the annual budget for Public Works; ensures that assigned areas of responsibility are performed within budget; monitors budget expenditures.
- Supervises directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals; trains and motivates staff; makes hiring and termination recommendations.
- Responds to public complaints, questions, and problems; meets with local citizens to answer questions or hear and/or investigate problems.
- Provides technical advice to subordinates, the Director, and the Town Manager.
- Ensures that work is performed safely and in compliance with all state permits, laws, and regulations; participates in the conduct of safety meetings for departmental employees.
- Manages contract administration for subcontracted work and project management inspections.
- Coordinates operations with other departments, divisions and agencies on various construction projects including operations during emergency and inclement weather conditions.

### MINIMUM REQUIREMENTS OF POSITION

- Certification or ability to obtain certification as: Grade 3 biological water pollution control; Grade 2 wastewater collection system operator certification; Grade “B” water distribution system operator certification; cross connection operator certification; Grade “C”-well operator certification.
- High school diploma or equivalent.
- Vocational/Technical training with emphasis in construction trades; supplemented by five (5) years previous experience and/or training that includes progressively responsible technical and supervisory experience in Public Works; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain a valid North Carolina driver’s license.
- Ability to read and interpret maps, engineered drawings, specifications, and shop drawings