

# VILLAGE OF KIMBERLY

## STREET FOREMAN

Approximate number of employees in classification with the same title: 1

Department: Public Works Department Location: 515 W. Kimberly Avenue

Reports to: Director of Public Works Supervises: Street/Park Laborers & Seasonal

Pay Grade: J - Full Time – Exempt Workweek: Monday – Friday (6:30-3, call-in 24/7)

Background Check: Yes Medical Physical: Yes

### PURPOSE OF POSITION:

This is a skilled position within the Street Department reporting directly to the Director of Public Works. This position is responsible for supervisor duties in managing, planning and directing the activities of all Street/Park Laborers. Directs and leads the work of employees engaged in: street, sanitary/storm sewer, snow/ice control, refuse collection and urban forestry. Duties to include the safe operation of equipment, trucks and power tools used in the operations of the Street Department. The duties involve the exercise of mature judgment and planning ability. This position works under the general direction of the Director of Public Works and is expected to carry out most duties independently.

### FUNDAMENTAL JOB DUTIES AND RESPONSIBILITIES

#### ESSENTIAL FUNCTIONS

- Directs and works with Street Department employees in street and storm sewer maintenance and construction projects. Erection and maintenance of street and traffic signs, street marking and painting of parking, traffic and crosswalk lines, all aspects of snow and ice control. Maintain parks, recreation facilities and forestry in coordination with the Community Enrichment Director.
- Meets daily with the Street Department employees to discuss job requirements and give detailed work instructions/assignments. Determines work schedules.
- Makes and adjusts work assignments as needed to insure employee efficiency and to fulfill work assignments.
- Schedules and supervises all snow and ice control operations for the Village.
- Authorizes Street Department employee leaves and vacations.
- Maintains complete and accurate records of Street Department activities, personnel and services.
- Provides leadership and organizational support for the Street Department.
- Assist in planning and development of Village projects.
- Plans and schedules equipment changeover for seasonal work.
- Inspects work in progress to assure conformance with standards and specifications.
- Investigates and resolves complaints as directed by the Director of Public Works.
- Oversees sewer maintenance, lift station maintenance and telephone warning systems for lift station.
- Oversees inspection of streets for needed maintenance and repairs.

- Oversees inspection of private contractors working in the Village right-of-way for compliance with local regulations.
- Orders materials and supplies needed for Street Department operations.
- Schedules and directs yard waste and brush collection operations.
- Creates and maintains routes for all Village street cleaning.
- Oversees street painting activities and the repair, replacement or installation of new traffic signs.
- Oversees the planting, pruning or removal of Village owned trees.
- Handles conflicts and evaluates staff performance.
- Performs work in other Village Departments as assigned.
- Responsible for on-call/after-hours duty, 24/7.

#### **MISCELLANEOUS DUTIES:**

- Assists with capital improvement planning and implementation of operational budgets including procurement of materials and supplies. Monitors inventory levels and approves purchases.
- Participates in the development and administration of departmental section budgets.
- Attend Village Board meetings as required.
- Perform other duties as assigned.

#### **PHYSICAL DEMANDS OF THE ESSENTIAL FUNCTIONS**

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### **MANUAL DEXTERITY**

- This position is required to sit, stand, walk, and use both hands to touch, grasp and feel.

#### **PHYSICAL EFFORT**

- The employee must regularly lift and/or move items up to 25 pounds, frequently lift and/or move up to 50 pounds, and occasionally lift and/or move more than 75 pounds.

#### **WORKING CONDITIONS**

- The individual in this position is exposed to varied and extreme weather conditions and must have the ability to traverse rough and uneven terrain on occasion. The noise level in the office is moderate, when directing or working with crews the noise level will be higher whenever heavy equipment is being utilized. Accepts duty responsibility on weekends, holidays 24/7 as scheduled/required.

#### **WORKING CONDITIONS WHILE PERFORMING THE ESSENTIAL FUNCTIONS**

50% of the time is spent inside, 50% of the time is spent outside.

#### **EQUIPMENT USED TO PERFORM ESSENTIAL FUNCTIONS**

Trucks, snow plows, garbage trucks, bucket truck, backhoe, front end loader, grader, sewer jetter, trencher, roller, tamper, street sweeper, tractors, lawn mowers (ride and push), utility vehicles, air compressor, air hammer, brush chipper, tar kettle, paint machine, hand and power tools, chain saw, shovels, brooms, rake, weed eater, and chemical sprayers. Breathing apparatus, air and gas monitors, personal protective equipment and other miscellaneous equipment. Office equipment (computer, telephone, copy & fax machines), digital camera, camcorder, and measuring devices.

## **MINIMUM AND RECOMMENDED POSITION QUALIFICATIONS**

### **EDUCATION AND EXPERIENCE**

- High school education or equivalent is required.
- Three to five years of experience relating to the construction, repair and maintenance of public infrastructure. Experience in public works is preferred.
- Three to five years of experience in the operation of all public works equipment including truck driving.
- Experience in supervising labor operations relating to the repair and maintenance of all types of Village infrastructure and related work is highly desirable.
- Ability to follow oral and written instructions.
- Ability to operate a variety of motor equipment including trucks, backhoes, front end loaders, motor graders, garbage trucks and other equipment as may be owned by the Street Department.
- Ability to perform various duties, including but not limited to, building maintenance, trimming trees, shoveling, plowing and using a variety of hand and power tools.
- Must be able to clearly instruct and train employees in all the work performed by the Street Department.
- Must possess a valid Wisconsin Commercial Driver's License Class B, with N endorsement.

### **KNOWLEDGE, SKILLS AND ABILITIES**

Demonstrates knowledge of proper operation of all department equipment, including but not limited to trucks, front end loaders, plows, rollers and pumps. Exercises good judgement to make decisions and direct the daily work assignments of all Street Department employees. Be dependable and communicate effectively with staff and the public. Awareness of occupational hazards and necessary safety precautions. Possess computer knowledge; ability to add, subtract, multiply, divide, and calculate percentages, fractions and decimals; and interpret statistical data. Ability to operate computer terminal and Microsoft Office products including Outlook, Word and Excel. Demonstrate knowledge of budgeting, planning and effective management of fiscal resources.

Knowledge of principles and practices of municipal street construction and maintenance activities including snow removal, pavement maintenance, sign management, MUTCD and right-of-way management. Knowledge of principles and practices of fleet management including vehicle and equipment maintenance, replacement schedules and purchasing. Knowledge of construction zone traffic control and safety practices and procedures. Knowledge of State and Federal commercial driving regulations and standards.

This position must also have the ability to work with the public in a positive manner; ability to apply situational reasoning by exercising good judgement, decisiveness and creativity in complex situation when dealing in a possible confrontational environment. Ability and knowledge to deal effectively with the public in a courteous and tactful manner.

Ability to work independently with organizational and multitasking skills. Ability to effectively communicate in both written and verbal form and work with superiors, subordinates and the general public on all related matters concerning the Village. Written skills include the ability to communicate with staff, elected officials and residents. Verbal skills include the ability to direct

all employees under this individual's direct supervision and all other employees as required and the general public.

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*The above statements are intended to describe the general nature and level of work being performed by most people assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and requirements. Scheduling flexibility is required to accommodate changing business needs.*

AMENDED 3/27/2023