

**CITY OF WINDOM
POSITION DESCRIPTION**

<u>Position Title:</u>	Full-Time Street/Park Maintenance Foreman
<u>Supervised By:</u>	Street/Park Superintendent
<u>Salary Range:</u>	Grade – Street Foreman
<u>Hours of Work:</u>	The normal workday and workweek is 7:00 a.m. to 4:00 p.m. Monday through Friday. The position requires on call status and is subject to callbacks and unscheduled overtime, including weekends, evenings and holiday duties.

JOB SUMMARY:

Primary responsibility of this position will require assisting the Street/Park Department Superintendent in the supervision of the department staff on a daily basis. Primary responsibilities include assisting the Superintendent in prioritizing and delegating daily maintenance work and the weekly schedules for all department staff. This position is responsible for the completion of maintenance programs on equipment, streets, parks, storm sewers, trees, weeds, airport, alleys and sidewalks including completing reports and logs. This position requires a high school diploma or equivalent, a valid Class B (with air brakes) or higher Minnesota commercial driver's license and two or more years work experience snowplowing and operating light or heavy equipment including large dump trucks, large front-end loaders, large commercial mowers and chainsaws and chippers.

Supervision Received: Works under the general and administrative supervision of the Street/Park Superintendent.

Supervision Exercised: Exercises supervision over department staff.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge and experience with practices, methods and procedures common to public works operations including construction techniques, maintenance techniques, equipment operations and materials.

Knowledge and experience with the operational functions and capabilities of light and heavy construction and maintenance equipment.

Knowledge and experience with occupational safety and precautions necessary to conduct assigned activities safely.

Knowledge of inventory principles.

Knowledge of applicable Federal, state and local laws, rules, regulations, codes and standards.

Ability to interpret and apply applicable laws, codes and standards.

Ability to independently establish priorities and meet such priorities within specific target dates.

Ability to maintain and monitor inventory and supplies.

Ability to analyze situations to define issues and develop valid conclusions to solve problems.

Ability to establish and maintain effective working relationships with other department heads, employees, commission members and the public and to deal with public relation problems courteously and tactfully.

Ability to communicate clearly and effectively orally and in writing.

Possession of a Minnesota Class B (with air brakes) or higher commercial driver's license.

Ability to lift up to 50 pounds.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Serves as lead to department staff, which may include: prioritizing and assigning work; monitoring the performance of department staff; training staff on work methods and procedures.

Coordinates, schedules and supervises all maintenance activities to assure that work is performed efficiently and according to appropriate guidelines, procedures and regulations.

Performs a variety of complex technical work related to assigned area of responsibility; serves as a technical expert for the most complex maintenance issues and problems; participates in subordinate project work as necessary including heavy and light manual tasks. These tasks may include the use of standard or specialized hand tools, power-operated devices, or other equipment.

Participates in developing and implementing policies and procedures for effective operations.

Operates trucks and other automotive or construction equipment incidental to regular duties.

Performs duties required for the operation and maintenance of streets, storm water systems, parks, trees, weeds, airport, alleys, sidewalks and any other miscellaneous assignments designated by the Street/Park Superintendent.

Maintains all park land and physical assets within parklands, including turf, landscape plants, park buildings and structures.

Uses basic mechanical and maintenance knowledge and ability to resolve problems in an efficient manner to facilitate the operation of the Street/Park Department.

Completes training concerning all equipment, licensing requirements and safety efforts relating to the Street/Park Department and its personnel.

Works to achieve proficiency with all aspects of equipment including operation and maintenance.

Maintain a variety of maintenance records and prepares reports as needed.

Attends staff meetings and training sessions. Works with other city departments as assigned.

Performs related duties as apparent or assigned.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of statements concerning specific duties does not exclude them from inclusion in this position if the work is similar, related or a logical assignment for this 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.

QUALIFICATIONS:

Minimum Requirements: High school diploma or equivalent and a valid Class B Minnesota commercial driver's license (with air brakes),. Two or more years work experience operating light or heavy equipment, chainsaws and chippers, and snowplowing.

PREFERRED TRAINING AND EXPERIENCE:

Preference may be given to individuals who have graduated from a technical college or have substantial experience in equipment or auto mechanics.

Approved on behalf of Personnel Committee

Date:
