CITY OF LOS BANOS
Job Description

POSITION TITLE	FOREMAN
DEPARTMENT	PUBLIC WORKS; PARKS & RECREATION
EMPLOYMENT CATEGORY	REGULAR
EMPLOYMENT LEVEL	SUPERVISORY

DEFINITION

To organize, assign and review the work of assigned personnel engaged in the maintenance, construction and repair of City parks, streets, airport, utilities and infrastructure; to perform duties requiring specialized knowledge; and to provide administrative support to assigned supervisor/manager.

SUPERVISION RECEIVED AND EXERCISED

Receives direct supervision from a Public Works Operations Manager. Exercises direct supervision over assigned maintenance personnel.

EXAMPLES OF ESSENTIAL DUTIES

Duties may include, but are not limited to, the following:

- Reliable and dependable attendance and punctuality.
- Plan, prioritize, and review the work of staff assigned to a variety of maintenance, construction and repair duties.
- Schedule, coordinate, conduct and develop schedules and methods to accomplish assignments ensuring work is completed in a timely and efficient manner.
- Participate in evaluating the activities of staff, recommending improvements and modifications.
- Provide and coordinate staff training; work with employees to correct deficiencies.
- Prepare, maintain and submit a variety of written reports and records; keep daily records of work completed.
- Supervises the issuance, use, care and maintenance of supplies and equipment.
- Coordinate assignments with other City divisions, departments and outside agencies.
- Ensure safe work practices are followed; conduct safety meetings.
- Research and solicit purchase quotes for equipment and supplies; make recommendation on purchases.
- Coordinate activities with other divisions, departments, utilities and outside organizations as needed to accomplish tasks.
- Review work orders, prioritize and schedule work to be completed.
- Determine material and supply needs in order to complete work assignments; order supplies and materials.

- Inspect work being performed by subordinates and contractors to ensure City standards are being met.
- Answer questions and provide information to the public; investigate complaints and recommend corrective action as necessary to resolve complaints.
- Perform the duties of assigned crews as needed.
- Perform the most difficult work related to assignment.
- Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.
- Perform other related duties as assigned.

Knowledge of:

- Principles and practices of technical and functional supervision and training.
- Advanced knowledge of construction, maintenance and repair activities common to municipal public works.
- Materials, methods, practices, equipment and elements of construction technology as they relate to assigned operations.
- Principles and practices of technical and functional supervision and training.
- Types and levels of maintenance and repair activities generally performed on construction, maintenance and repair projects.
- Equipment, tools and materials used in the construction, maintenance and repair of public works related systems and infrastructure.
- Safe work practices; regulatory safety programs and procedures.
- Pertinent State, Federal and local laws, codes and regulations.
- Modern office procedures, methods and computer equipment.

Ability to:

- Provide technical and functional supervision over assigned staff; effectively train staff.
- Perform the most complex duties related to the construction, maintenance and repair of City parks, streets, airport, utilities and infrastructure.
- On a continuous basis, know and understand maintenance activities and observe safety rules; intermittently, analyze problem equipment; identify safety hazards; locate equipment; interpret work orders; remember how to operate equipment; and explain jobs to other employees.
- Intermittently, sit while driving a piece of equipment; stand and walk while performing maintenance activities; bend and twist to adjust equipment; kneel and squat to review work; perform simple and power grasping, pushing, pulling, and fine manipulation; and lift or carry weight of 75 pounds or less.
- Prepare a variety of progress and regulatory reports; keep and maintain a variety of detailed records.
- Coordinate work assignments with other divisions, departments, and agencies and volunteer groups.
- Identify and implement effective courses of action to complete assigned work.
- Perform the full range of duties assigned to crews as needed.
- Understand and follow both oral and written instructions.

- Establish and maintain effective working relationships with those contacted in the course of work.
- Operate a personal computer for data entry, inquiry, and report generation.
- Operate heavy equipment such as loaders, graders, backhoes, etc.
- Communicate clearly and concisely, both orally and in writing.

MINIMUM QUALIFICATIONS

- Must be age eighteen (18) by date of application.
- Equivalent to completion of the twelfth grade.
- Possession of a valid California Class B driver license.
- Possession of appropriate water or wastewater plant operator certification, depending on assignment.
- Two (2) years of responsible experience equivalent to an advanced Maintenance Worker classification or similar position with progressive experience in supervisory duties.

07/23