

CITY OF SUGAR HILL, GEORGIA
JOB DESCRIPTION

POSITION TITLE: Senior Construction Foreman
DEPARTMENT: Street Department
REPORTS TO: Street Department Superintendent

POSITION SUMMARY:

The Senior Construction Foreman is a salaried, (exempt), management position responsible for coordinating the repair, maintenance, and new construction of city streets, sidewalks, and linear transportation facilities. An incumbent in this class manages, controls and directs employees assigned by economically deploying manpower and economically using appropriate tools and equipment commensurate with the difficulty or magnitude of the task at hand. An incumbent in this class exercises independent judgment and discretion not of a routine or clerical nature.

POSITION DUTIES:

Under general supervision, plans, organizes, coordinates, supervises and participates in the activities of maintenance crews engaged in street maintenance, storm drain maintenance, hazardous chemical and pesticide storage, application, and cleanup of spills; supervises and participates in street reconstruction and restoration activities, including but not limited to paving, seal coating, crack sealing of asphalt concrete roads; inspects work in progress to insure conformance with instructions; requisitions and assigns necessary supplies and materials; maintains time and material records; trains and instructs subordinates in construction and maintenance techniques, safety practices, equipment operation and routine maintenance; investigates and resolves service complaints and processes service requests; evaluates and reports on the performance of assigned subordinate personnel; resolves employee grievances; and does related work as required.

SPECIAL CONDITIONS

- May be required to work unusual hours in emergency situations and to be available on an “on-call” basis as assigned.

SUPERVISION RECEIVED

- Works under the general supervision of the Street Superintendent or other supervisor as assigned.

SUPERVISION EXERCISED

- Supervises Equipment Operators, Street Maintenance Workers, and other assigned personnel.

EDUCATION AND EXPERIENCE

- Graduation from high school or possession of a GED;
- Five (5) years of increasingly responsible street construction, repair or maintenance experience.

- Three (3) years of experience as a supervisor of public works construction projects and workers.
- Hold a valid commercial driver's license.

KNOWLEDGE, SKILLS, AND ABILITIES

Thorough knowledge of construction and maintenance methods, equipment and terminology; ability to follow oral and written instructions; ability to work from plans and sketches; ability to maintain a cooperative working relationship with fellow employees and the general public; ability to make arithmetic calculations for determining volumes, tonnages, square footage, and other measures; ability to compute time and material forms and records; ability to supervise, motivate, counsel, evaluate and communicate with subordinates.

Considerable ability to:

- Communicate clearly and effectively in English in person, over the telephone and in public;
- Demonstrate sensitivity, tact, and excellent customer service while interacting with others;
- Learn to operate new tools, vehicles, and equipment;
- Understand and follow oral and written instructions;
- Exercise sound and effective judgment within established guidelines;
- Organize, coordinate, and complete duties to meet scheduled deadlines;
- Perform routine arithmetic calculations;
- Work in a team-based environment and achieve common goals;
- Develop and maintain effective working relationships with those contacted in the course of work; and
- Lift and carry objects weighing up to fifty (50) pounds.

The Senior Construction Foreman has a primary focus on providing superior workmanship in the construction, repairs and maintenance of roadway infrastructure in the City of Sugar Hill by managing materials, labor, and equipment in order to complete work orders in a timely manner. Incumbents in this classification must maintain professionalism and courtesy when exposed to stressful situations and perform functions associated with programs associated with typical public works operations.

This job description for the Senior Construction Foreman has been reviewed and approved by:

City Manager

City Clerk/Human Resources Dir.

Superintendent

Public Works Director

I, _____, have read this job description and understand the duties assigned and the expectations of my performance.

Employee Signature

Date