

# CITY OF PORT ORCHARD

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## JOB DESCRIPTION

**Job Title:** Public Works Shop – Lead Foreman

**FLSA:** Non-Exempt

**Civil Service:** Exempt

**Department:** Public Works

**Reports To:** Operations Manager

This description is currently under review

This is a full-time position. It is not anticipated the incumbent will be required to attend meetings during other than normal work hours; however, the employee may be called back to work before or after regularly scheduled work hours or on scheduled days off.

### Major Function and Purpose

The Public Works Shop – Lead Foreman is responsible for maximizing the use of this department's resources by carefully planning the daily activities of employees, monitoring their progress, helping to resolve any problems that arise, assist on-site as needed, manage City's assets and ensure proper safety training and protocol.

### General Function

Individual(s) assigned to this classification; inventory and manage City assets, plan and schedule work, assigns tasks and coordinates all aspects of each operation, thereby ensuring safety compliance, efficiency, cost-effectiveness and the timely completion of projects and/or assignments.

### Supervision Responsibilities

The Public Works Shop – Lead Foreman provides direct oversight of tasks and projects, ranging from continuous to minimal, to all public works field personnel (including summer employees and community service volunteers.) The work involves ensuring appropriate use of inventory, materials and equipment, directing and assigning projects, program management, , implementation and adherence to Public Works budgets per direction from the Operations Manager, coordinating field activities, ensuring that all projects and/or tasks are completed as scheduled and within regulated safety standards, establishing work priorities in cooperation with the Operations Manager, participating in field activities as needed and providing input to Operations Manager regarding Performance Measures and Evaluations.

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## **Job Duties and Responsibilities**

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This job description reflects general details as necessary to describe the principal functions of this job, the level of knowledge and skills typically required and the scope of responsibility. This job description should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including working in other functional areas to cover absences or relief, to equalize peak work periods, or to otherwise balance the work load. Specific duties and responsibilities include, but are not limited to:

- Establishing, updating and maintaining the City's Public Works assets.
- Planning and scheduling projects, tasks and/or operations, determining the appropriate equipment and manpower to use for a given job and estimating a time of completion.
- Prioritizing projects as they are assigned, based on relevant information, scheduling them according to urgency, communicating this information to employees and contractors and other departments and the public as needed.
- Assigning daily projects and/or tasks to public works employees by assessing the best employees and equipment to be utilized for particular projects and/or tasks, addressing problems as they arise on site and clearly explaining project and/or tasks to public works employees.
- Preparing reports as needed, including time distribution sheets and job cost reports.
- Providing oversight to public works employees, answering questions and helping to resolve problems, maintaining morale and sense of accomplishment among employees as they perform duties.
- Monitoring the amount of time spent by personnel on a given task or project Provide input to Operations Manager as need to aid in verification of public works employee time sheets, confirming and approving overtime, coordinating comp. time and vacation time
- Ordering new materials as directed to complete various water, sewer and street maintenance projects, purchasing tools, approving expenditures by other public works employees.
- Addressing questions and concerns from the public, in coordination with Operations Manager maintain relationships with other municipal departments, communicating with employees and superiors regarding Public Works Department operations.
- Analyzes and evaluates the operational and maintenance functions of the assigned section
- Establishes work priorities and changes priorities to meet changed circumstances.
- Oversees and inspects projects in progress
- Inspects equipment for repairs and safety and ensure Safety Program compliance and training

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- Makes recommendations for equipment replacement or modifications to existing equipment
  - Trains subordinates in proper maintenance procedures and equipment operations
  - Assures proper inventory level of materials and parts for maintenance and repair work
  - Coordinates the activities of the Department with other departments in the city
  - Coordinates, Plans, and Oversees various activities (as needed), including but not limited to:
    - Installing water, sewer, and stormwater pipe systems
    - Repair of water, street, parks and sewer projects
    - Patching, paving or grading roads
    - Constructing concrete sidewalks
    - Street sweeping
    - Cleaning or repairing drainage systems
    - Cleaning catch basins
    - Laying drain pipe
    - Constructing and repairing concrete sidewalks and curbing
    - Brush cutting
    - Asset maintenance programs
    - Repairing and installing uniform traffic devices
    - Snow operations including sanding, plowing and removal
    - Minor (carpentry, electrical, plumbing) installation and repair
    - Reading and maintaining water meters
    - Maintain and repair over-water floats and piers

### **Knowledge, Skills and Abilities**

While requirements may be representative of minimum levels of knowledge, skills and abilities, to perform this job successfully, the incumbent will possess the abilities or aptitudes to perform each duty proficiently.

- Demonstrated knowledge of the methods, procedures and equipment used in the repair and maintenance of public works improvements.
- Knowledge of modern supervisory principles and practices.
- Knowledge of occupational hazards and safety precautions applicable to public works projects.

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- Knowledge of various metering devices (ie; compound, turbine, positive displacement, impeller)
  - Ability to:
    - Maintain records and prepare work reports
    - Gauge project progress and recommend adjustments to meet deadlines or adapt to changing conditions in the field
    - Comprehend technical instructions and repair manuals
    - Deal courteously and tactfully with the public
    - Establish and maintain effective working relations with subordinates, superiors, other department personnel and the public

The Public Works Shop – Lead Foreman must be able to communicate effectively both verbally and in writing. Should possess good judgment and the ability to make decisions without supervision. Excellent leadership skills, and the capability to deal with the public in a professional and courteous manner.

### **Working Conditions**

Work is performed indoors and outdoors. Employee may need to work in confined spaces and will be required to work on ladders, inclines, and in noisy work areas. He/she may be exposed to extremes in temperature, chemicals or noxious fumes, and to insect stings. This employee may be required to wear protective clothing or equipment in the performance of duties.

### **Contacts and Relationships**

The Public Works Shop – Lead Foreman coordinates with the municipal fire department and the local county fire district officials regarding the installation and maintenance of fire hydrants and water mains. When purchasing supplies for the department, he/she is in contact with various distributors of water and sewer systems equipment. In addition, this employee has a working relationship with state highway and county road department officials. This individual will also coordinate with the Utility Manager on a regular basis. The Public Works Shop – Lead Foreman also has extensive contact with the public, as well as daily communication with other employees and supervisors.

### **Physical Requirements**

The Public Works Shop – Lead Foreman must have the overall stamina and ability to perform moderate to strenuous physical activity, including the ability to stand or walk for long periods of time, traversing rough terrain, working in or over water, working at heights or on scaffolding, and lifting or carrying up to 50 pounds. Job requirements may include the ability to climb up to 20 feet off the ground, bend, and work in tight or confined areas. The incumbent must be able to hear alarms and have the ability to audibly identify the presence of a danger or hazard.

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## **Recruiting Requirements**

- Valid WA State driver's license (other state licenses acceptable for active military and families), and a driving record acceptable to the City's insurance carrier
- High School Diploma or GED
- Valid Traffic Flagging Control Certification
- Valid First Aid Certification

## **Recruiting Preference**

- Washington State Class B Commercial Driver's License
- Water Distribution Manager I or II certification
- Cross Connection Control Specialist certification
- Water Treatment Plant Operator I certification
- 2 year Associates Degree

## **Experience and Training**

Any combination of experience and training that provides the desired skills, knowledge and abilities.

- 5 years experience with municipal public works projects, field operations, utility construction, administrative/management experience and or any combination of the above experience.

*Requirements outlined in this job description may be subject to modification to reasonably accommodate individuals with disabilities who are otherwise qualified for employment in this position. However, some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.*

*This job description does not constitute an employment agreement between the Employer and employee and is subject to change as the needs of the Employer and requirements of the job change.*