

## CITY OF COVINA

### STREET MAINTENANCE FOREMAN

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

#### **DEFINITION:**

Under general direction, oversees the various maintenance and construction operations of the Street & Sewer Division and supervises other public works construction projects as needed; assists in evaluation of street and maintenance conditions and recommends corrective action; performs other related duties as required.

#### **DISTINGUISHING CHARACTERISTICS:**

The **Street Maintenance Foreman** is the supervisory class responsible for assigning and directing the work crews engaged in construction, repair and maintenance of the City's streets and related infrastructure within the Public Works Department. Incumbents are expected to perform the full scope of assigned duties. This classification is distinguished from the next lower classification of Street Crew Leader by the performance of supervisory and operational managing responsibilities over street maintenance projects, and by serving as the division manager.

#### **SUPERVISION RECEIVED/EXERCISED:**

Receives general direction from the Street Maintenance Supervisor. Exercise supervision over lower-level public works technical and field staff.

#### **ESSENTIAL FUNCTIONS:** *(include but are not limited to the following)*

- Supervises, oversees and inspects the work of various crews in repair, construction, and maintenance of storm drains, sewers, streets, curbs, gutters, sidewalks, alleys, landscaping, irrigation, street trees, street signs, and street painting/marketing/signing.
- Engages in the inspection of excavations within the public right-of-way; checks grades and inspects compacting; makes recommendations for necessary maintenance improvements.
- Participates in the planning of work schedules; transmits and interprets orders and reports on progress; handles public complaints by investigation; makes inspections during construction, repairs and maintenance on street projects and programs to ensure compliance with plans and specifications.
- Assists in preparation of the Division's budget; supervises the purchase, care and maintenance of tools, materials, supplies and equipment and is responsible for public works maintenance crew's Work Zone Safety and OSHA Safety Standards.
- Establishes positive working relationships with representatives of community organizations, state/local agencies, City management and staff, and the public.

**PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:**

Position requires sitting, standing, walking on level and slippery surfaces, reaching, twisting, turning, kneeling, bending, stooping, squatting, crouching, grasping, and making repetitive hand movement in the performance of daily duties. The position also requires both near and far vision when inspecting work and operating assigned equipment. The need to lift, carry and push tools, equipment and supplies weighing 50 pounds or more is also required. Additionally, the incumbent in this outdoor position works in all weather conditions, including wet, hot and cold. The incumbent may use chemicals and lubricants which may expose the employee to fumes, dust and air contaminants, and be exposed to mechanical and biological hazards. The nature of the work may also require the incumbent to climb ladders, work at heights over 10 feet, work in confined spaces, use power and noise producing tools and equipment, drive motorized vehicles and heavy equipment, and work in heavy vehicle traffic conditions. The incumbent may be required to respond to after-hours emergency call-outs.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

**QUALIFICATIONS:** *(The following are minimal qualifications necessary for entry into the classification.)*

**Education and/or Experience:**

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for a **Street Maintenance Foreman**. A typical way of obtaining the required qualifications is possession of a high school diploma and four years of increasingly responsible public works construction and maintenance experience involving streets construction and maintenance, including two years in a supervisory or lead capacity. Two years of lead or supervisory experience may be substituted by one year of college and four years of additional experience in street maintenance.

**License/Certificate:**

Possession of, or ability to obtain, a valid Class B California driver's license.

**KNOWLEDGE/ABILITIES/SKILLS:** *(The following are a representative sample of the KAS's necessary to perform essential duties of the position.)*

**Knowledge of:**

Street and related public works maintenance and construction; materials, equipment and practices used in street, sewer, storm drain, curb, gutter, trees and sidewalk construction, repair or removal; engineering plans and specifications; the operations of irrigation systems and median maintenance operational and maintenance characteristics of different types of vehicles, equipment and tools used in public works construction and maintenance; methods and techniques of leading, training and motivating assigned crews; basic principles of mathematics; applicable federal, state, and local laws, codes and regulations, including State Department of Health and OSHA regulations; modern office equipment, including a computer and applicable software; methods and techniques of scheduling work assignments; standard office procedures, practices and equipment.

**Ability to:**

## STREET MAINTENANCE FOREMAN

Page 3

Supervise, manage, coordinate, schedule and perform a wide variety of street construction and maintenance activities; prepare, review and approve comprehensive reports, read plans and diagrams; determine materials and labor for projects; plan and estimate costs; supervise groups of employees engaged in maintenance activities; operate effectively and in accordance with an approved budget for street maintenance projects; work independently and as part of a team; make sound decisions within established guidelines; analyze a complex issue, and develop and implement an appropriate response; follow written and oral directions; observe safety principles and work in a safe manner; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.

### **Skill to:**

Operate an office computer and related software; safely and effectively operate a variety of equipment, tools and vehicles used in construction, maintenance and repair activities.