

VILLAGE OF SOUTH LEBANON

An Equal Opportunity Employer

POSITION DESCRIPTION

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Dept./Division:	Public Works/Streets	Employee Name:	
Position Title:	Foreman	Employment Status:	Full-time
Reports To:	Assistant & Village Administrator	FLSA Status:	Non-exempt

MINIMUM QUALIFICATIONS FOR EMPLOYMENT: An example of acceptable qualifications: Completion of secondary education or equivalent (high school diploma or GED) and five (5) years of recent documented work experience in street maintenance and construction and traffic painting and signing work, of which at least one (1) year experience in supervising activities of others; or any equivalent combination of education, experience, and training which provides the required knowledge, skills, and abilities.

LICENSURE OR CERTIFICATION REQUIREMENTS: Must possess a valid State of Ohio driver's license and must remain insurable under the Village's vehicle insurance plan.

EQUIPMENT OPERATED: The following are examples only and are not intended to be all inclusive. Cell phones and/or two-way radios; computer, copier, fax, telephone, scanner, and other standard modern/business office equipment; motor vehicle, hand and/or power tools, backhoe, dump truck, skid loader, front end loader, maintenance equipment and tools, light and heavy motorized equipment; shoring equipment, asphalt paver, generators, street sweeper, air compressor.

INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS: Employee ascends and/or descends ladders, stairs, or scaffolds; has exposure to chemical compounds found in an office environment (e.g., toner, correction fluid, etc.); works on and around powered platforms and/or vehicle mounted platforms (e.g., manlifts, fire trucks); is exposed to environmental conditions which may result in injury from fumes, odors, dusts, mists, gases, and/or poorly ventilated work areas; is exposed to possible injury from extremely noisy conditions above 85db (e.g., loud sirens, screaming people, building alarms, etc.); is exposed to possible injury from hazardous gases, chemicals, flammables, air contaminants, hazardous waste, unclean or unsanitary conditions, electrical shock; exposed to possible injury from radiation; exposed to possible injury from explosions; is exposed to possible injury as a result of falling from high places; works in or around crowds; has contact with potentially violent or emotionally distraught persons or vicious animals or life threatening situations; has exposure to fire, hot, cold, wet, humid, or windy weather conditions; exposure to extreme non-weather related heat or cold; exposure to shaking objects or surfaces; exposure to second-hand smoke; exposure to hazardous driving conditions; works, first, second or third shift; is periodically exposed to blood and other bodily fluids, as well as other potentially infectious materials; uses eye and face protection for potential exposure to flying objects, respiratory protection for potential exposure to airborne contaminants, head protection for potential impacts of objects to the head, and occupational foot protection for potential impacts of objects to the feet; participants in medical and first aid activities; exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly (Constantly: activity or condition exists 2/3 or more of the time) to exerts 20 to 50 pounds of force occasionally, and/or 10 to 25 pounds of force frequently; occasionally lifts objects 50 pounds or less; occasionally carries objects 50 pounds or less; occasionally pushes objects 50 pounds or less; occasionally pulls objects 50 pounds or less.

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Note: In accordance with the U.S. Department of Labor physical demands strength ratings, this is considered medium work.

In cases of emergency, unpredictable situations, and/or department needs, may be required to lift, push, pull, and/or carry objects heavier than D.O.L. strength ratings recommend.

JOB DESCRIPTION AND WORKER CHARACTERISTICS:

JOB DUTIES in order of importance

ESSENTIAL FUNCTIONS OF THE POSITION: For purposes of 42 USC 12101:

- 20% (1) Serves as the lead worker for Streets and Parks; assigns schedule of work to crew members; supervises crew members; instructs in proper methods and procedures for repair of streets; prepares and maintains records (e.g., daily maintenance management system forms, material records, equipment usage, truck mileage, man hours, etc.).
- 25% (2) Supervises the day to day operations of crews and staff; oversees and participates in street facilities maintenance and repair, storm drainage construction, guardrail repair, traffic control device installation, maintenance and repair, weed mowing and litter removal, and park maintenance; supervises the fabrication, installation, maintenance, and installation of street signs, painting of traffic lines and stencils on pavements, curbs and cross walks; performs blacktopping; repairs traffic signals; implements directives from Public Works Director; sets up work zones; ensures crews have the required materials and equipment; procures equipment and materials needed for department operations; ensures required record logs are maintained; participates and supervises in snow and ice removal.
- 20% (3) Operates a dump truck to haul gravel, sand, asphalt, salt, and sand; operates snow plows and sanders to clear snow and ice from Village streets and parking lots; operates trucks, loaders, backhoe, and other related equipment to maintain streets, right-of-ways, and drainage ways.
- 10% (4) Reviews and inspects work product of crews within assigned area assuring compliance with accepted standards and codes, walk-ways are cleaned, and raised traffic bars, guardrails and reflectors are properly installed.
- 10% (5) Investigates complaints from the general public; conducts equipment safety inspections; reviews all plans for subdivisions/commercial development; makes recommendations to planning commission; inspects street infrastructure; inspects new construction layout.
- 10% (6) May wash, clean, lubricate, paint and perform preventive maintenance on department vehicles and equipment.
- (7) Attends meetings and serves on committees, as directed; attends training and seminars, as directed.

Date Adopted:

Developed by:

Date Revised:

Clemans, Nelson & Associates, Inc.

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(8) Maintains required licenses and/or certificates.

(9) Demonstrates regular and predictable attendance; may be required to work extra hours, evening hours, weekends and/or holidays as necessary; due to the nature of the job, when scheduled for on-call assignment, the Foreman must be available to return to work after normal work hours or on weekends and/or holidays when called to do so, to handle emergency maintenance and/or safety issues that arise.

(10) Meets all job safety requirements and all OSHA safety standards that pertain to essential functions.

OTHER DUTIES AND RESPONSIBILITIES:

5% Performs other duties as assigned.

MINIMUM ACCEPTABLE CHARACTERISTICS: (* indicates developed after employment)

Knowledge of: Village goals and objectives;* Village policies and procedures;* safety practices and procedures; two-way radio operations; road construction, maintenance, and repair; water distribution systems, construction, and repair; sewer construction, maintenance, and repair; utility construction, maintenance, and repair; general construction, maintenance, and repair; vehicle maintenance and repair; heavy and medium duty equipment maintenance and repair; grounds maintenance and repair; traffic control device preparation, maintenance, and repair; snow and ice removal; proper lifting techniques; custodial methods and techniques; English Grammar and spelling.

Skill in: computer operation; data entry; use of modern office equipment; computer programs (e.g., Microsoft Office); motor vehicle operation; mechanics; use of bench and/or hand tools; use of mechanics' tools and equipment.

Ability to: carry out instructions in written, oral, or picture form; recognize unusual or threatening conditions and take appropriate action; read, copy, and record figures accurately; perform basic addition and subtraction; complete routine forms; prepare accurate documentation; respond to routine inquiries from public and/or officials; communicate effectively; recognize safety warnings; maintain records according to established procedures; cooperate with co-workers on group tasks; develop and maintain effective working relationships; travel to and gain access to worksite; perform medium manual labor.

POSITIONS DIRECTLY SUPERVISED:

Maintenance Worker – Streets; Equipment Operator; Groundskeeper; Seasonal Workers.

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. My (employee) signature below signifies that I have reviewed my position description, and that I understand the contents of the position description. I agree

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to abide by the requirements set forth. I understand that it is my responsibility to inform my supervisor at any time that I am unable to perform these activities.

(Approval of Appointing Authority or Designee)	(Date)
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(Employee Signature)	(Date)
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