

Position: Foreman- Street & Drainage
Class Structure: Maintenance & Operations
Class: Maintenance & Operations Foreman
Level: 4
Dept. /Div.: Street Department
Salary Range: \$43,180 - \$64,760
Status: Non-Exempt
Reports to: Public Works Superintendent
Posting Date: June 26, 2017
Closing Date: Open Until Filled

POSITION FUNCTION:

This is a full-time position with the City's Public Works Department. This position will be responsible for assisting the superintendent for managing the daily operations of the Street and Drainage Maintenance division. May be responsible to oversee one or more major functions of the division such as Street Maintenance, Drainage Maintenance, Vegetation, Right of Way, Traffic Maintenance, and rapid response to emergencies. Performs and/or coordinates skilled maintenance and operational activities in assigned area. May exercise direct supervision over assigned staff.

BACKGROUND IMPACTING POSITION:

The City of Stafford is widely recognized as the largest city in Texas, which does not assess a city property tax. The majority of city funds are derived from the city

sales tax. The City Council has emphasized the responsible use of city funds and resources. The prudent administration of the budget and proper utilization of funds and resources by the Public Works Department is a critical component of preserving the City's strong fiscal status. The 'Foreman' is a key employee in that pursuit.

Key Job Responsibilities:

- Assist in the management of street, drainage and traffic maintenance operations related activities
- Performs and/or coordinates skilled maintenance and operational activities in assigned area
- Address citizen concerns, suggestions, or requests for information or services and assure completion in a timely manner consistent with established procedures, rules and service level agreements
- Assist in developing the Division's budget and carefully monitors expenditures
- Assist in the management of sign, signal and pavement marking installation and maintenance
- Assist in the management of mosquito spraying operations

- Manage pump station maintenance and emergency generator maintenance
- Planning, scheduling, quality control and record keeping
- Trains crew members on use of equipment
- Ensures compliance with all applicable City ordinances as well as State and Federal rules and regulations
- Enforce departmental safety policy and guidelines
- Interviews potential employee's, selects, supervises, develops, evaluates, counsels, and if necessary, disciplines personnel according to established City policies, procedures, and guidelines
- Oversee contract workers and coordinates applicable activities
- Prepare purchase orders request and memo's as required by City policy.
Create purchase order using accounting software
- Prepares presentations and reports for various activities, invoices, estimates, timesheets and work orders
- Assist in and support of City emergencies
- Coordinate after hour responses, on Call 24 hours for emergency responses
- Performs other related duties and fulfills responsibilities as required

Knowledge/Skills:

- Skill in planning, prioritizing, assigning and monitoring the completion of work by others
- Knowledge of emergency operations
- Knowledge of applicable City ordinances, Federal, State, and local laws
- Knowledge of skilled maintenance and operations techniques and practices
- Knowledge of principles and practices of supervision, training, and personnel management
- Knowledge of occupational hazards and related safety precautions and practices
- Knowledge of modern office technology and equipment
- Knowledge of customer service principles
- Ability to direct the activities of a large number of employees
- Ability to troubleshoot, diagnose, analyze issues and implement solutions
- Ability to provide customer service and resolve issues and complaints
- Ability to forecast construction progression
- Ability to prioritizing work and managing time

- Ability to prepare reports, logs and activity documentation
- Ability to work independently; and ability to exercise good judgment
- Ability to monitor equipment and supplies inventory and researching equipment
- Excellent organizational and communication skills. May be required to work more than 40 hours per week
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Minimum Qualifications for Position:

- Education/Experience: High School Diploma or GED, supplemented by college coursework and /or technical training, and seven (7) years of increasingly responsible experience in assigned area of responsibility; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.
- Valid Texas Driver's License, CDL preferred.
- Texas Structural Pest Control License or ability to obtain within six (6) months of employment.

- Non-Commercial Pesticide Applicator's or ability to obtain within six (6) months of employment.

THE CITY OF STAFFORD IS AN EQUAL OPPORTUNITY EMPLOYER