



## **City of North Charleston**

### **Vacancy Notice**

The City of North Charleston has the following vacancy available. If you are interested in applying, please contact the supervisor below by the deadline date posted below.

**Position:** **Streets Foreman**

**Department:** **Public Works Department**

#### **GENERAL STATEMENT OF POSITION**

Under occasional supervision, supervises and participates in the work of crews engaged in the construction and maintenance of City streets, public rights-of-way and drainage easements. Assists in ensuring division compliance with applicable laws, regulations, policies, procedures, and standards of quality and safety. Performs related supervisory and maintenance work as required. Reports to the Streets and Drainage Superintendent. Supervises and participates in the construction and maintenance of City streets, public rights-of-way and drainage easements. Supervises duties of assigned crew members. Supervisory duties include instructing; assigning, reviewing and planning work of others; maintaining standards; coordinating activities; acting on employee problems, and recommending employee discipline. Reviews the work of subordinates for completeness and accuracy; evaluates and makes recommendations as appropriate; offers training, advice and assistance as needed. Operates vehicles, trucks, trailer, excavator, front end loader, motor grader, backhoe, bulldozer, weed cutters, chain saws and other equipment to accomplish construction and maintenance tasks, including paving and repairing roads, digging and cleaning drainage ditches, removing trees and clearing vegetation, installing and clearing drainage pipe, moving and hauling materials to and from work sites. Performs concrete work to install and/or repair driveways, sidewalks, curbs, etc. Performs minor landscaping work as required at work sites. Operates a telephone and two-way radio; uses maintenance and construction materials and various hand and power tools. Requisitions equipment, materials and supplies as needed. Inspects equipment for safety and proper working condition, and supervises the proper maintenance of assigned equipment and tools.

#### **MINIMUM TRAINING AND EXPERIENCE**

##### **EDUCATION and/or EXPERIENCE:**

Requires high school diploma or GED equivalent supplemented by two to three years of experience in public works operations and/or construction, or an equivalent combination of education, training and experience that provides the required knowledge, skills and abilities. Must possess a valid state Class "A" CDL driver's license.

All applications must be submitted to Human Resources Department by  
5 pm on Tuesday, January 31, 2012.

**CITY OF NORTH CHARLESTON, SOUTH CAROLINA  
JOB DESCRIPTION, MAY 2003**

**JOB TITLE: STREETS FOREMAN  
STREETS AND DRAINAGE DIVISION  
PUBLIC WORKS DEPARTMENT**

**GENERAL STATEMENT OF JOB**

Under occasional supervision, supervises and participates in the work of crews engaged in the construction and maintenance of City streets, public rights-of-way and drainage easements. Assists in ensuring division compliance with applicable laws, regulations, policies, procedures, and standards of quality and safety. Performs related supervisory and maintenance work as required. Reports to the Streets and Drainage Superintendent.

**SPECIFIC DUTIES AND RESPONSIBILITIES**

**ESSENTIAL JOB FUNCTIONS**

Supervises and participates in the construction and maintenance of City streets, public rights-of-way and drainage easements.

Supervises duties of assigned crew members. Supervisory duties include instructing; assigning, reviewing and planning work of others; maintaining standards; coordinating activities; acting on employee problems, and recommending employee discipline.

Reviews the work of subordinates for completeness and accuracy; evaluates and makes recommendations as appropriate; offers training, advice and assistance as needed.

Operates vehicles, trucks, trailer, excavator, front end loader, motor grader, backhoe, bulldozer, weed cutters, chain saws and other equipment to accomplish construction and maintenance tasks, including paving and repairing roads, digging and cleaning drainage ditches, removing trees and clearing vegetation, installing and clearing drainage pipe, moving and hauling materials to and from work sites.

Performs concrete work to install and/or repair driveways, sidewalks, curbs, etc.

Performs minor landscaping work as required at work sites.

Operates a telephone and two-way radio; uses maintenance and construction materials and various hand and power tools.

Requisitions equipment, materials and supplies as needed.

Inspects equipment for safety and proper working condition, and supervises the proper maintenance of assigned equipment and tools.

Inspects work in progress and at completion to ensure compliance with all City policies and procedures, standards of quality and safety, and all applicable local, state and federal laws and regulations.

Receives and responds to public inquiries, requests for assistance and complaints regarding division projects.

Attends training, meetings, workshops, etc., as necessary to enhance job knowledge and skills.

Receives and reviews various records and reports including work requests, plans, specifications, etc.

Prepares a variety of documents, including but not limited to performance appraisals, time sheets, work orders, requisitions, and various other records and reports.

Refers to policy and procedure manuals, safety manual, construction drawings, maps, equipment manuals, codes, ordinances, regulations, supply catalogs, etc.

Interacts and communicates with various groups and individuals such as the immediate supervisor, other department / division heads, other City personnel, subordinates, contractors, developers, engineers, vendors, and the general public.

### **ADDITIONAL JOB FUNCTIONS**

Assists with disaster and storm clean-up and recovery activities.

Assists with special projects as assigned.

Performs related duties as required.

### **MINIMUM TRAINING AND EXPERIENCE**

Requires high school diploma or GED equivalent supplemented by two to three years of experience in public works operations and/or construction, or an equivalent combination of education, training and experience that provides the required knowledge, skills and abilities. Must possess a valid state Class "A" CDL driver's license.

### **MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

**Physical Requirements:** Requires medium-to-heavy work that involves walking, standing, stooping, lifting, digging, pushing or raising objects and also involves exerting between 20 and 50 pounds of force on a recurring basis and 50 to 100 pounds of force on an occasional basis.

**Data Conception:** Requires the ability to compare and/or judge the readily observable functional, structural or compositional characteristics (whether similar to or divergent from obvious standards) of data, people or things.

**Interpersonal Communications:** Requires the ability of speaking and/or signaling people to convey or exchange information. Includes giving assignments and/or directions to subordinates and receiving assignments and/or direction from supervisor.

**Language Ability:** Requires ability to read a variety of construction drawings, work requests, etc. Requires the ability to prepare routine reports, records, work orders, requisitions, etc., with proper format, punctuation, spelling and grammar, using all parts of speech. Requires the ability to speak with and before others with poise, voice control and confidence.

**Intelligence:** Requires the ability to apply rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in written, oral, diagrammatic or schedule form. Requires the ability to use influence systems in crew supervision; to learn and understand relatively complex principles and techniques; to make independent judgments in absence of supervision; to acquire knowledge of topics related to primary occupation. Must have the ability to comprehend and interpret received information.

**Verbal Aptitude:** Requires the ability to record and deliver information, to explain procedures, to follow and give verbal and written instructions; to counsel and teach employees. Must be able to communicate effectively and efficiently with co-workers and the general public.

**Numerical Aptitude:** Requires the ability to add and subtract totals, to multiply and divide, to determine percentages and decimals and to determine time. Must be able to use practical applications of fractions, percentages, ratio and proportion.

**Form/Spatial Aptitude:** Requires the ability to inspect items for proper length, width and shape, and visually read various information.

**Motor Coordination:** Requires the ability to coordinate hands and eyes to operate motor vehicles and heavy construction equipment.

**Manual Dexterity:** Requires the ability to handle a variety of items, keyboards, office equipment, control knobs, buttons, switches, catches, hand and power tools, etc. Must have significant levels of eye/hand/foot coordination.

**Color Discrimination:** Requires the ability to differentiate colors and shades of color.

**Interpersonal Temperament:** Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress when confronted with emergency situations or tight deadlines. The worker may be subject to danger or risk to a significant degree, or to tension as a regular, consistent part of the job.

**Physical Communications:** Requires the ability to talk and hear: (talking: expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear).

### **PERFORMANCE INDICATORS**

**Knowledge of Job:** Has knowledge of the methods, procedures and policies of the City and Department as they pertain to the performance of duties of the Streets Foreman. Is knowledgeable in the laws, ordinances, standards and regulations pertaining to the specific duties and responsibilities of the position. Has knowledge of the methods, materials, tools and equipment used in street and drainage construction and maintenance work. Has knowledge of the occupational hazards and safety precautions of the industry. Is able to ensure safe and effective use of equipment and tools by subordinates. Is able to conduct thorough inspections of work in progress to ensure compliance with applicable codes, laws, regulations, policies, procedures and standards. Is able to help coordinate division activities with other City and county departments.

property/business owners and agencies in order to accomplish goals and complete projects. Is able to help ensure division compliance with all laws and regulations and control the activities of the division through effective supervision. Has the ability to offer instruction and advice to subordinates regarding departmental policies, methods and regulations. Is able to perform employee evaluations and to make recommendations based on results. Has the ability to offer training and assistance to subordinates, co-workers and employees of other departments as required. Is able to take the initiative to complete the duties of the position without the need of direct supervision. Has the ability to plan, organize and prioritize daily assignments and work activities. Has good organizational, technical and human relations skills. Has the ability to learn and utilize new skills and information to improve job performance and efficiency. Has knowledge of proper English usage, punctuation, spelling and grammar. Has the mathematical ability to handle required calculations. Is able to read and interpret construction drawings, equipment manuals and other technical materials pertaining to the responsibilities of the job. Is able to prepare written reports and records in a concise, clear and effective manner. Has knowledge of the terminology used within the division. Knows how to maintain effective relationships with personnel of other departments, professionals and members of the public through contact and cooperation. Knows how to react calmly and quickly in emergency situations. Is able to perform work effectively despite exposure to adverse environmental conditions, including temperature extremes, wetness/humidity, rain, machinery hazards, uneven terrain, skin irritants, toxic agents, dirt, dust, pollen, odors, disease / pathogens, electrical currents, unusual noise levels, construction / traffic hazards, etc.

**Quality of Work:** Maintains high standards of accuracy in exercising duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains high quality communication and interaction with internal and external entities with whom the position interacts.

**Quantity of Work:** Performs described Essential Functions and related assignments efficiently and effectively in order to produce quantity of work which consistently meets established standards and expectations.

**Dependability:** Assumes responsibility for completing assigned work. Completes assigned work within deadlines in accordance with directives, policy, standards and prescribed procedures. Maintains accountability for assigned responsibilities in the technical, human and conceptual areas.

**Attendance:** Attends and remains at work regularly and adheres to policies and procedures regarding absenteeism and tardiness. Provides adequate notice to higher management with respect to vacation time and leave requests.

**Initiative and Enthusiasm:** Maintains an enthusiastic, self-reliant and self-starting approach to meet job responsibilities and accountabilities. Strives to anticipate work to be accomplished, and initiates proper and acceptable action for the completion of work with a minimum of supervision and instruction.

**Judgment:** Exercises analytical judgment in areas of responsibility. Identifies issues or situations as they occur and specifies decision objectives. Identifies or assists in identifying alternative solutions to issues or situations. Implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors. Seeks expert or experienced advice where appropriate and researches issues, situations and alternatives before exercising judgment.

**Cooperation:** Accepts supervisory instruction and direction and strives to meet the goals and objectives of same. Questions such instruction and direction when clarification of results or consequences are justified, i.e., poor communications, variance with established policies or procedures, etc. Offers suggestions and recommendations to encourage and improve cooperation intra- and inter-departmentally.

**Relationships with Others:** Shares knowledge with managers, supervisors and co-workers for mutual benefit. Contributes to maintaining high morale among all employees. Develops and maintains cooperative and courteous relationships inter- and intra-departmentally, and with external entities with whom the position

interacts. Tactfully and effectively handles requests, suggestions and complaints in order to establish and maintain good will. Emphasizes the importance of maintaining a positive image.

**Coordination of Work:** Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Avoids duplication of effort. Estimates expected time of completion of work elements and establishes a personal schedule accordingly. Attends required meetings, planning sessions and discussions on time. Implements work activity in accordance with priorities and estimated schedules.

**Safety and Housekeeping:** Adheres to all established safety and housekeeping standards. Ensures such standards are not violated.

**Planning:** Plans, coordinates and uses information effectively to enhance activities and production. Knows and understands expectations regarding such activities and works to ensure such expectations are met. Develops and formulates ways, means and timing to achieve established goals and objectives. Effectively and efficiently organizes, arranges and allocates manpower, financial and other designated resources to achieve such goals and objectives.

**Organizing:** Efficiently organizes own work and that of subordinate staff. Ensures that personnel understand what results are expected of them, and that each is regularly and appropriately informed of all matters affecting or of concern to them.

**Staffing:** Works with upper management, where appropriate, to select and recommend employment of qualified personnel. Personally directs the development and training of personnel under charge, ensuring their proper induction, orientation and training.

**Leading:** Provides a work environment which encourages clear and open communications. Has a clear and comprehensive understanding of the principles of effective leadership and how such principles are to be applied. Provides adequate feedback to personnel under charge concerning their performance. Commends and rewards personnel under charge for outstanding performance, and takes timely and appropriate disciplinary action as necessary. Exercises enthusiasm in influencing and guiding others toward achievement of established goals and objectives.

**Controlling:** Provides a work environment which is orderly and controlled. Coordinates, audits, and controls manpower and financial resources efficiently and effectively. Coordinates, audits, and controls the utilization of materials and equipment efficiently and effectively. Has a clear and comprehensive understanding of established standards, methods and procedures.

**Delegating:** Assigns duties as necessary and/or appropriate to meet goals, enhance abilities of personnel under charge, build their confidence and assist them in personal growth. Has confidence in personnel under charge to meet new or additional expectations.

**Decision Making:** Exercises discretion and judgment in developing and implementing courses of action affecting functions under charge. Recognizes when a particular policy, procedure or strategy does not foster the desired result, and moves decisively and explicitly to develop and implement alternatives.

**Creativity:** Regularly seeks new and improved methodologies, policies and procedures for enhancing the effectiveness of functions under charge. Employs imagination and creativity in the application of duties and responsibilities. Is not adverse to change that supports achievement of goals and objectives.

**Human Relations:** Strives to develop and maintain excellent rapport with personnel under charge. Listens to and considers their suggestions and complaints, and responds appropriately. Establishes a work environment to promote and maintain mutual respect.

**Policy Implementation:** Has a clear and comprehensive understanding of policies regarding functions under charge and the function of the organization. Adheres to policies in the discharge of duties and responsibilities, and ensures the same from personnel under charge.

**Policy Formulation:** Maintains awareness of changes in operating philosophies and policies, and routinely reviews policies to ensure any changes in philosophy or practice are appropriately incorporated into functions under charge. Recognizes and understands the relationship between operating policies and practices and morale and performance. Strives to ensure that established policies enhance same.

**DISCLAIMER:** This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.