

PUBLIC WORKS GENERAL FOREPERSON

CLASS DESCRIPTION

General Responsibilities:

This is responsible varied and/or technical supervisory work organizing, directing, monitoring, and evaluating public works maintenance activities. Work involves direct responsibility for subordinate crews and maintaining effective employee relations. Work often requires independent judgment and discretion in supervising staff and implementing assigned programs and services. Under general supervision, work may involve emergency response, and/or technical decisions not subject to immediate review.

Examples of Duties and Responsibilities:

Direct and supervise the work of employees engaged in diverse public works activities requiring technical knowledge or a broad range of expertise. Assign, monitor and inspect crew activities. Schedule personnel and equipment. Participate in the hiring, training and disciplining of assigned crews.

Provide technical expertise, direction, and consultation in directing crew activities. Advise management on technical aspects or policy decisions.

Exercise independent judgment in emergency situations related to the area of responsibility. Provide information, explanations and recommendations relative to public works activities.

Respond to citizen complaints and requests, and maintain effective working relationships.

Prepare, and or maintain operational reports, records, and statistics as required. Participate in the development and maintenance of budgets. Exercise judgment in operational matters within budgetary parameters.

Coordinate operational activities internally with other city agencies, and with other entities, as required.

Perform related work as required.

QUALIFICATIONS

Knowledge, Skills and Abilities:

Thorough knowledge of the principles, techniques, equipment, tools and materials commonly used in public works activities. Thorough knowledge of the technical aspects of assigned public works programs. Thorough knowledge of and ability to use computer software applicable to the duties of the position. Working knowledge of supervisory practices, policies and procedures. Knowledge of the safety hazards of the work and methods of promoting safety programs. Ability to plan, assign, supervise and inspect the work of a large number of employees engaged in diverse work activities. Ability to plan for and determine the effectiveness of maintenance activities. Ability to prepare and maintain related records and reports. Ability to participate in related administrative activities, including the

development and administration of budgets. Ability to establish and maintain effective working relationships. Ability to communicate effectively, both orally and in writing. Ability to maintain adequate attendance.

Training and Experience:

Generally, positions in this classification will require:

Three years of experience in supervising employees engaged in public works maintenance activities. Such experience would normally be gained after graduation from an accredited college or university with a bachelor's degree in Business Administration, Public Administration, or a related field. Four additional years of related advanced level maintenance, or directly related leadership experience over public works maintenance crews supplemented by post-high school coursework in maintenance/repair activities may be substituted for the degree requirement. Other combinations of training and/or experience which can be demonstrated to result in the possession of the knowledge, skills and abilities necessary to perform the duties of these positions will also be considered.

Specific training and experience requirements will be established at the time of recruitment.

Necessary Special Qualifications:

Possession of a Wisconsin Drivers' license or ability to meet the transportation requirements of the position.

Commercial Driving License (CDL) requirements, if any, will be established on a position basis.

Wisconsin State Pesticide Certification requirements, if any, will also be established on a position basis.

Physical Requirements:

This position requires work outdoors in all types of weather. The incumbent will be expected to physically visit sites throughout the City in order to effectively supervise staff.

Department/Division	Comp. Group	Range
Various	18	07

Approved: _____
Brad Wirtz
Human Resources Director
Date