

PUBLIC WORKS FOREPERSON

CLASS DESCRIPTION

General Responsibilities:

This is responsible supervisory work in organizing, directing, monitoring, and evaluating public works maintenance work activities. Work involves direct responsibility for subordinate crews, and maintaining effective employee relations. Work may require 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 public works activities. Assign, monitor and inspect crew activities. Schedule personnel and equipment. Participate in the hiring, training and disciplining of assigned crews.

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

Coordinate operational activities both internally and with other City agencies.

Exercise independent judgment in emergency situations related to the area of responsibility.

Prepare and/or maintain routine operational reports, records, and statistics as required. Participate in the development and maintenance of routine budgets.

Perform related work as required.

QUALIFICATIONS

Knowledge, Skills and Abilities:

Working knowledge of the principles, techniques, equipment, tools and materials commonly used in public works maintenance activities. Working knowledge of the technical aspects of assigned public works programs. Working knowledge of supervisory practices, policies and procedures. Working knowledge of and ability to use computer software applicable to the duties of the position. Knowledge of the safety hazards of the work and methods of promoting safety programs. Ability to assign, supervise, and inspect crew activities. Ability to prepare and maintain related records and reports. Ability to establish and maintain effective working relationships. Ability to track and monitor budgetary expenditures. Ability to communicate effectively both orally and in writing. Ability to operate a City vehicle. Ability to maintain adequate attendance.

Training and Experience:

Generally, positions in this classification will require:

One year of experience in supervising employees. 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 this position 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.

Department/Division	Comp. Group	Range
Various	18	05

Approved: _____
 Roger Goodwin Date
 Interim Human Resources Director