

CITY OF MADISON POSITION DESCRIPTION

1. Name of Employee (or "vacant"):

Work Phone: 266-6031

2. Class Title (i.e. payroll title):

Public Works Foreperson

3. Working Title (if any):

Parks Mall Concourse Foreperson

4. Name & Class of First-Line Supervisor:

Lisa Laschinger, Central Parks and Mall Maintenance Supervisor

Work Phone: 246-4508/267-4937

5. Department, Division & Section:

Public Works Department, Parks Division- Mall Concourse Maintenance

6. Work Address:

120 S. Fairchild

7. Hours/Week: 40

Hours Vary

Start time: 4:00 AM to 10:00 AM End time: 12:00 PM to 6:00 PM

8. Date of hire in this position:

N/A

9. From approximately what date has employee performed the work currently assigned:

N/A

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10. Position Summary:

This is highly responsible varied and/or technical supervisory work involving Parks maintenance and related activities in the Mall Concourse Maintenance District. The work involves overseeing the activities of subordinate crews performing a variety of public works maintenance, repair and/or special event functions. The work is characterized by direct responsibility and accountability for planning, coordinating and completing projects and assignments and by the frequent need to apply independent judgment and discretion. The work involves administrative functions related to the operations and maintenance of the Fairchild Maintenance Facility. In addition, the work requires maintaining effective employee and customer relations. Under general supervision, work may involve emergency response, and/or technical decisions not subject to immediate review

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- 70% A. Supervising, leading and directing subordinate staff
1. Prepare work plans for crew to efficiently and effectively complete maintenance functions (ie. Trash and recycling program, snow and ice removal, maintenance of Visitor Center, mowing, sidewalk cleaning and washing, landscaping, bus shelter maintenance, kiosk maintenance, special event preparation and other related projects as assigned.)
 2. Provide training to all staff on job skills, proper use of equipment and safety procedures, as well as department rules, policies and procedures.
 3. Continuously monitor and document work performance of Mall Concourse staff and report performance issues to supervisor for action.
 4. Enforce City of Madison and departmental policies and work rules and report violations to Supervisor as necessary.
 5. Support crews as necessary to facilitate efficient work flow.
- 10% B. Oversee maintenance of all City property within Mall Maintenance's responsibility
1. Schedule and oversee regular maintenance of non-fleet equipment.
 2. Coordinate preventative maintenance schedules and repairs with Fleet Services.
 3. Inspect amenities and features regularly and make or schedule repairs to property (ie. Bus shelters, benches, kiosks, etc.).
 4. Oversee safety, security, clean-up and maintenance of Fairchild Maintenance Facility.
 5. Obtain, review and submit accident and incident reports and communicate with Supervisor.
- 10% C. Purchasing, Budget and General Administrative Tasks
1. Prepare Timecards, complete payroll spreadsheets and submit to payroll.
 2. Complete weekly fuel report.
 3. Order work, safety and janitorial supplies and maintain inventory.
 4. Maintain records and files as necessary (ie. personnel, attendance, etc.)
 5. Prepare written and/or oral reports as requested
 6. Participate as a member of the Street Use Staff Team as the designated representative from the Parks Division Mall Concourse maintenance staff. Provide input and recommendations related to maintenance issues and concerns as it pertains to the granting of City issued street use permits.
 7. Make frequent reports to section supervisor.
 8. Assist with the planning, preparation, implementation and review of the Mall Concourse annual operating budget.
 9. Attend and participate in committee meetings as required (ie. Downtown Coordinating Committee, etc).
 10. Other duties and responsibilities as assigned.
- 10% D. Provide service to both internal and external customers
1. Coordinate services for special events.
 2. Share and utilize resources to maximize the benefit to Parks as a whole.
 3. Handle citizen and service area owner inquiries, complaint and requests regarding Parks Division Mall Concourse operations by field, telephone or email contact. Investigate and follow-up to ensure issues are addressed.
 4. Develop relationships with shareholders within the Mall Maintenance District
 5. Perform other duties as assigned.

12. Primary knowledge, skills and abilities required:

Working knowledge of the principles, techniques, equipment, tools and materials commonly used in public works activities. Working knowledge of the technical aspects of Parks maintenance activities. Working 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 train and orient new employees on job skills; safety procedures and other department rules, procedures and practices. 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 determine the need for maintenance or repair work and make accurate time, material, staffing and equipment estimates and maintain related records. Ability to establish and maintain effective working and public relationships. Ability to communicate effectively, both orally and in writing. Ability to maintain adequate attendance.

13. Special tools and equipment required:

N/A

14. Required licenses and/or registration:

- Class B Wisconsin Commercial Driver's License: The successful candidate must have passed the written portion of the relevant Department of Transportation testing process before starting employment. A condition of continued employment is passage of the skills portion of the test and obtaining the required operator's license within 6 months.
- State of Wisconsin Pesticide Applicator Certification (Ability to pass within 6 months and maintain).

15. Physical requirements:

- Ability to lift and carry objects weighing up to 50 pounds, and must be able to lift heavier objects with another employee
- Ability to work in extreme weather conditions for extended periods of time, including walking and standing.
- Ability to frequently bend, twist, squat, climb and reach for extended periods of time.

16. Supervision received (level and type):

Central Parks and Mall Maintenance Supervisor -- Limited

17. Leadership Responsibilities:

- This position:
- is responsible for supervisory activities (Supervisory Analysis Form attached).
 - has no leadership responsibility.
 - provides general leadership (please provide detail under Function Statement).