

## **City of Oconto - Job Description**

**Job Title:** Street Foreman  
**Department:** Street  
**Reports To:** Superintendent of Public Works

### **GENERAL POSITION SUMMARY:**

The Street Department Foreman will routinely supervise Street Department employees as required and directed by the Superintendent of Public Works to accomplish the operation and maintenance of City roadway and parking area systems. This employee will work both independently and as part of a crew to complete assigned work tasks. This employee shall periodically perform call-in duty.

### **CERTIFICATES, LICENSES, REGISTRATIONS:**

Must have a Wisconsin Class B CDL or ability to get one within first 60 days of employment.

Ability to get tanker endorsement within 6 months.

Experience in running heavy equipment.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES include the following, but are not limited to:**

- Remove and replace plow, wing, sander, lights, blades, and warning lights on City trucks.
- Garbage & Recycling pick-up.
- Brush and yard waste collection.
- Grass cutting city & private lots.
- Flail cutting city ditches.
- Assist in all areas of street repair.
- Snow plowing & removal.
- Sign repair and installation.
- Assist in Utility and Parks Departments when needed.
- Tree cutting & trimming.
- General maintenance to shop vehicles, equipment, and buildings.
- Observe, implement, and ensure compliance with city street and utility ordinances, resolutions, and policies.
- Coordinate and communicate with the Superintendent of Public Works to plan and supervise ongoing activities of Street Department employees that ensure proper operation and maintenance of city streets.
- Network with other City Departments and Committees to promote cooperation and communication to enhance overall City operations.
- Report equipment deficiencies, initiate and coordinate necessary equipment maintenance, repair, or replacement with Superintendent of Public Works.
- Properly locate, document, and accurately record equipment operations and other related Street Department activities.
- Daily communication with Superintendent of Public Works to coordinate crew scheduling, priorities, and daily tasks.
- Plan and coordinate with Superintendent of Public Works to identify street system deficiencies to recommend suitable future improvements.
- Plan and coordinate Street Department operations in a cost-effective manner while remaining sensitive to the needs and wishes of the citizens of Oconto.
- Communicate, supervise, and schedule ongoing Street Department snow plowing, refuse and recycling collection, and fleet maintenance operations.
- Supervise the installation and maintenance and placement of traffic control signage, painting, and provide recommendations to coordinate changes of traffic control.
- Assist with hiring of full-time and temporary public works department employees as directed by the Superintendent of Public Works.
- Operate computer and office equipment as required to receive and document work activities.

**SUPERVISORY RESPONSIBILITIES:**

Employee will routinely supervise Street Department employees as required and directed by the Superintendent of Public Works.

**SUPERVISION RECEIVED:**

Employee receives some guidance and oversight, referring unusual matters to the Superintendent of Public Works.

**KNOWLEDGE, SKILLS, & ABILITIES:**

- Knowledge in the operation, construction, maintenance and troubleshooting of roadway and parking systems.
- Knowledge of light and heavy equipment operations and other routinely used hand tool equipment items.
- Knowledge of WisDOT, WDNR and other applicable regulatory standards that apply to recycling, refuse collection, roadway, and parking systems.
- Knowledge of MUTCD standard traffic control provisions and ability to implement.
- Ability to work independently and as a member of a team successfully.
- Strong communication skills and ability to lead effectively.
- Ability to read and write to record routine activities and records.
- Ability to work with the public and outside contractors in a manner that represents the City of Oconto favorably.
- Ability to observe, adapt, and react effectively in emergency situations.
- Ability to adapt to periodic assignment to other tasks within the department and relating to other City departments.
- Ability to work designated hours of the position, to include call in duty and remain on-call 24 hours a day for emergencies.
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively with the public and city employees.
- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

**MATERIALS AND EQUIPMENT USED:**

Welder, acetylene torch, hand tools, lathe, forklift, loaders, snowplow, garbage/recycling truck, and other light and heavy equipment.

**PHYSICAL DEMANDS:**

Physical demand requirements are at levels of those for heavy work. Must have the ability to work in an outside environment containing dust, snow, rain, and ice. While performing the duties of this job, the employee is regularly required to stand; move about; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear. The employee must regularly lift and/or move up to 80 pounds and frequently lift and/or move more than 80 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

**WORK ENVIRONMENT:**

While performing the duties of this job, the employee is regularly exposed to moving mechanical parts; precarious places; fumes or airborne particles; toxic or caustic chemicals; outside weather conditions; risk of electrical shock; and vibration. The noise level in the work environment can be very loud.

**DISCLAIMER:**

The above statements are intended to describe the general nature of the job. They are not intended to be an exhaustive list of specific responsibilities, duties and skills required by personnel so classified.

*The City of Oconto is an Equal Opportunity and Affirmative Action Employer.*