

The Town of Signal Mountain is accepting applications for the position of

Street Foreman

The starting pay is \$16.50/hour, as well as competitive fringe benefits. A CDL license is required. A physical & drug screen are required. Applications may be obtained & will be accepted between the hours of 8:00 am & 4:30 pm, Monday through Friday, at Town Hall, 1111 Ridgeway Avenue, Signal Mountain TN 37377. Please call 423-886-2177 or 423-886-6367 for more information. Applications will be accepted until Wednesday, January 6th. The Town of Signal Mountain is an equal opportunity employer & a drug-free workplace.

**Town of Signal Mountain
Position Description**

**Title: Street Foreman
Division/Department: Public Works**

Purpose:

Employee is responsible for assisting in scheduling, directing, and supervising Public Works crews on assigned jobs. This position is under the supervision of the Street and Sanitation Supervisor.

Essential Functions of the Job:

Essential functions are fundamental job duties. They do not include marginal tasks, which are also performed but are not incidental to the primary functions. The omissions of specific statements of duties do not exclude them from the position if the work is similar, related or a logical assignment to the position, nor does every position allocated to the job necessarily perform every duty listed.

Assist in planning daily work schedule; assign jobs, work with crews, instruct and train, review work, counsel and discipline employees.

Conduct ongoing inspections of town streets and drains for repairs and maintenance; inspect new streets and surfaces completed by contractors; maintain and complete a variety of records and reports.

Assist in fleet maintenance shop, collecting money, writing receipts, and answering telephone.

Operate heavy equipment and haul recycle materials if necessary.

Oversee safe job practices of personnel.

Fill in for supervisor and sanitation driver if needed; other duties as assigned

Required Knowledge, Skills and Abilities:

Knowledge of principles of supervision.

Knowledge of the materials used in general maintenance and construction work.

Knowledge of State and local traffic regulations.

Knowledge of practices used and ability to operate assigned equipment.

Knowledge of occupational hazards and safety precautions.

PUBLIC WORKS STREET FOREMAN

Ability to communicate with co-workers and citizens.

Equipment:

Backhoe, track loader, dump truck, steel drum roller, concrete mixer, pickup truck, core drill, power tools, saws, drills, asphalt spreader (drag box), jetter truck, crack sealer, leaf machine.

Educational Requirements:

Specialized training beyond high school normally gained in a program of less than 18 months' duration.

Experience Required:

At least 3 years, Class A CDL driver's license

Problem Solving Requirements:

Solve a variety of problems in situations where only limited standardization exists.

Writing Skills Required:

Complete forms using a few words or numbers; for example, taking telephone messages. Write standard documentation using established formats; document work performed, actions taken or results by writing a few sentences.

Speaking/Presentation Skills Required:

Answer questions with a brief response or provide standard information to customers/citizens, visitors, callers, supervisors, or other employees. Interview or discuss detailed information, frequently involving customer/citizen problems or complaints.

Job Related Communication:

Within the department – daily
With employees in other departments – daily
With employees in other organizations – weekly
With the public – daily

Planning & Scheduling:

Moderate – a moderate amount of planning own or other's activities is required.

Difficulty of Work:

Work involves following standardized procedures to complete assigned duties.

Assignment of Work:

General guidance allowing for employee planning of procedures and methods to attain objective.

Effects of Work Errors:

Errors are readily detected in normal course of work by standard check resulting in little or no difficulty in loss of time to correct.

Supervisory or Management Responsibilities:

Supervises approximately 11 non-supervisory employees.

Working Conditions:

On average 70 percent is standing, 20 percent walking, 10 percent sitting. Approximately 60 lbs. or more may be required lifting.

Lifting frequency – frequent

Bending – very frequent

Pushing and/or public loads – frequent

Reaching over head – frequent

Kneeling – frequent

Crawling – some

Climbing ladders – some

Mental/Visual Effort:

Typing/CRT – none

Attention to detail – very frequent

Monitoring equipment – very frequent

Detailed inspection – frequent

Transcription/proofreading – some

Adverse Conditions:

Exposure to temperature extremes – very frequent

Dangerous equipment – very frequent

Chemicals – some

Noise – very frequent

Physical effort/risk – frequent