

CITY OF COOPER

JOB DISCRPTION

JOB TITLE: City Foreman

DEPARTMENT: Public Works

REPORTS TO: Mayor

JOB SUMMARY:

Performs a variety of supervisory, administrative, skilled, technical, and maintenance work in the planning, construction, operation, repair, maintenance, and replacement of City water, sewer, street, and storm drainage facilities, and systems. Work under the general supervision of the Mayor. Exercises close supervision over assigned maintenance workers and equipment operators.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

1. Plans, schedules, and implements construction, maintenance, and operation and construction activities designed to provide quality water distribution, sewer collection, street, and drainage service for the city, oversees construction and maintenance work to determine acceptability and conformance to standards.
2. Trains, supervises, and disciplines employees performing the duties of maintenance, construction and repair of water mains, sewer mains, street, and standards.
3. Supervises the control and use of, assumes responsibility for all materials, streets, and equipment used in maintenance, construction and repair of streets, water distribution systems, sewer collection systems, and storm drainage systems and other department facilities.
4. Inspects and supervises the repair of meters, streets, drainage systems, water distribution systems and sewer collection systems at frequent intervals to ensure that all aspects of the systems are functioning properly.
5. Requisitions needed supplies for the departments and maintains a variety of
6. Advises Mayor of matters relating to department activities; provides information to Mayor regarding street, water, sewer, and drainage problems and services.
7. Supervises, instructs and assists assigned crews in installing new water and sewer lines, installing, and relocating fire hydrants and meters, and maintaining the existing water supply, distribution, and sewer collection systems.
8. Ensures that all necessary materials, supplies, and equipment are available by maintaining an inventory of parts and materials and obtaining necessary parts, tools and supplies approved by Mayor.

9. Supervises the location of gas, telephone, power, television, water, and sewer lines from the appropriate sources prior to excavation and informs crew of such locations.
10. Responds to complaints regarding water leaks, pressure loss or no water; evaluates situation, determines if liability lies with the City or the property owner; explains findings to City Hall and notifies appropriate water and sewer crew if necessary.
11. Contacts City Hall so that City Hall can contact residents and business owners in areas where services will be discontinued and explains when services will be shut off and how soon it will be turned back on.
12. Ensures proper maintenance of equipment and tools is supervising and participating in cleaning and checking equipment and tools after use.
13. Oversees the safety of assigned maintenance workers and equipment operators by instructing individuals in proper safety procedures and monitoring work in progress.
14. Assists in motivating and evaluating personnel by acting as a liaison between crew members and Mayor.
15. Inspects and assists in the control and use of supplies and equipment used in the maintenance, construction, and repair of water lines, sewer lines, street, drainage systems, and other department facilities to ensure that all equipment is in proper working order.
16. Analyzes and projects the needs of the city from equipment, roads, sidewalk, and materials for completion of the same.
17. Provides operations guidance for construction of buildings, sidewalks, drainpipe installations, culvert installation, and road construction.
18. Provides recommendation regarding heavy equipment purchases and requisitions of all supplies and materials needed for effective department operation.

Sign

Date