



Streets Foreman

Salary Range 21: \$45,438 to \$63,616

Hourly: \$21.85 to \$30.58

Job Summary

Under general supervision, organizes and supervises the staff and activities of the Streets Division. Exercises direct supervision over Equipment Operators, Street Light Technicians, and Maintenance Workers.

Essential Job Functions

- Manages the Streets Division staff and activities to maintain City roadway infrastructure in safe condition; provides leadership to ensure that Streets Division services are provided in alignment with the City's strategic objectives.
- Plans, organizes, and supervises maintenance and construction activities for roadways, rights-of-way, alleys, medians, and storm water drainage systems; prioritizes and schedules projects, and assigns crews and equipment; inspects jobsites to assure quality work projects and effective use of resources.
- Assists the Streets Superintendent in the development of budgets and project priorities as needed; orders required materials and supplies for projects.
- Identifies areas of City infrastructure in need of repair and maintenance, and recommends corrective actions; works with City Departments, external agencies, and other organizations to define and resolve street construction and maintenance issues.
- Monitors and manages operations and ensures that Streets Division jobsites and program activities follow all laws, regulations, policies, and safety standards.
- Supervises staff and evaluates performance; monitors operations and reviews the work of assigned staff to assure the efficient and timely accomplishment of assigned duties and responsibilities.
- Maintains time, material, and equipment usage records. Collects and compiles statistical data for inclusion in reports. Maintains databases and files as necessary. Approves overtime, time off, and recommends pay increases. Trains new employees, reviews work, and performs other administrative duties as assigned.
- Communicates and coordinates with Streets Superintendent, Department Head, City leadership and other City Departments.
- Performs other duties as assigned.

Education and Experience

- High School diploma or GED; experience directly related to the duties and responsibilities specified herein.
- Five (5) years of roadway construction and maintenance project experience, including two (2) years of supervisory experience.
- Possess a Texas Class B Commercial Driver's License.
- Must be able to pass a physical exam and drug screen.

Knowledge Skills and Abilities

- City organization, goals, policies, and procedures.
- Materials, methods, and techniques commonly used in street construction, maintenance, and repair operations.

- Principles, practices and methods of project and administrative management, including budgeting, planning, bid specifications and records management.
- Working knowledge in the use of computers, including word processing, spreadsheets, asset management and time management software.
- Safety standards and practices in hazardous traffic environments.
- Interpreting and applying street construction and maintenance standards and procedures, Federal and state rules and regulations, and City policies and procedures.
- Performing design work for public works projects and preparing cost estimates.
- Establishing cooperative working relationships with employees and City staff.
- Supervision, coordinating staff, and delegating tasks and authority.
- Reading and understanding construction blueprints, technical documents, and electrical schematics.
- Operating and maintaining heavy equipment, construction equipment, and tools.
- Following and effectively communicating verbal and written instructions; public speaking and presentations.

Physical Demands/Work Environment

Operate a motor vehicle safely. Ability to sit, stand, walk long distances, kneel, crouch, stoop, and squat. Ability to lift 50 pounds. Exposure to cold, heat, construction, roadway, and other outdoor hazards.

TO APPLY

Download employment applications online at

<http://www.ennistx.gov/departments/HumanResources/jobs>.

Submit the completed application to Human Resources at 107 North Sherman, Ennis, TX 75119. Completed applications may be e-mailed to humanresources@ennistx.gov or faxed to (972) 875-2301.

POSITION OPEN UNTIL FILLED