

# CITY OF GOSHEN, INDIANA

## POSITION DESCRIPTION

**Department:** Street

**Position:** Foreman

**Job Category:** LTC (Labor, Trades, Crafts)

**Scheduling:** 40 hours

**FLSA Status:** Non-exempt (Hourly)

**Date of Announcement:** September 27, 2018

**Application Deadline:** Until position is filled

Under the direction of the Street Commissioner, the Foreman assists in the day-to-day operations of the Street Department.

### **Essential Duties and Responsibilities:**

*The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive.*

- Plans, schedules, and directs the daily operations of the Street Department.
- Directs job assignments; evaluates personnel.
- Directs safety and OSHA requirements.
- Directs city maintenance programs including snow removal, leaf pick-up, crack seal, brush collection, etc.
- Approves and oversees street and alley maintenance programs including, berming, grading, patching, culvert repair/replacement, tree trimming, etc.
- Directs equipment training.
- Plans safety projects and conducts safety meetings for department.
- Inventories and orders supplies as needed.
- Coordinates with Assistant Street Commissioner on special projects as needed.
- Provide labor help to crews, when short on employees.
- Performs other related essential duties as required.

### **Minimum Training and Experience Required:**

- High school graduate or equivalent and three to five years relevant work experience; or any equivalent combination of education, training and experience which provides the necessary knowledge, skills and abilities.

### **Special Requirements**

- Commercial Driver's License (CDL) required (within 60 days of hire).

### **Minimum Physical and Mental Abilities:**

- Ability to operate a variety of automated office machines.
- Ability to utilize departmental equipment and tools.
- Ability to exert significant physical effort in moderate to heavy work involving lifting, carrying, pushing and pulling; ability to stoop, kneel, crouch and crawl; ability to climb and balance.

**Supervisory Responsibilities:**

- Ability to assign, review, plan and coordinate the work of all employees.
- Ability to evaluate employee job performance.
- Ability to provide instruction and training and to respond to employee problems.
- Ability to discipline an employee in accordance with union contract.

**Mathematical Ability**

- Ability to add, subtracts, multiply, divides, calculates decimals and percentages, interpret graphs, and measure dat

**Language Ability and Interpersonal Communication:**

- Ability to comprehend and correctly use a variety of reference books and manuals including union contracts, paving manuals, policy manuals, maintenance manuals, maps, etc.
- Ability to prepare purchase orders, correspondence, and other job related documents using prescribed format.
- Ability to accurately record and deliver information, meet deadlines, and maintain confidentiality of restricted information.
- Ability to use and interpret some civil engineering and personnel terminology and language.
- Ability to work under stressful conditions, to respond immediately to any situation, and to balance priorities; on call 24-hours per day to respond to any situation.
- Ability to maintain personal composure and tactfully handle difficult situations and interpret questions correctly.
- Ability to communicate effectively.

**Environmental Adaptability:**

- Ability to work effectively in an office environment.
- Ability to work outdoors in extreme weather conditions.

**Rate of Pay:**

Min. \$21.13 Mid. \$25.30 Max. \$29.47 (Grade 13 as designated by the current salary ordinance.)

**Work Hours:**

Monday - Friday, as needed. Will require availability to be on call along with evening and weekend work.

Applications available in Human Resources, 204 E. Jefferson St., Goshen or online at [www.goshenindiana.org](http://www.goshenindiana.org). Click Job Opportunities.

---

The City of Goshen provides equal employment opportunities to all employees and applicants for employment. EOE/Drug Free/Smoke Free