



City of Seat Pleasant Position Description

POSITION DETAILS

Position Title:	Foreman	Annual Salary Range:	\$50,000 - \$55,744.00
Department:	Environmental Justice Department EJD		
Reports to:	Director of Environmental Justice Department		
Classification:	<input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt <input type="checkbox"/> N/A		
Employment Status:	<input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Contractual <input type="checkbox"/> Seasonal		

GENERAL STATEMENT OF DUTIES

Performs difficult technical and skilled work in supervision of multiple crews engaged in general maintenance, repair, or construction projects; does related work as required

ESSENTIAL FUNCTIONS, RESPONSIBILITIES, AND TASKS

Planning, coordinating, overseeing, and supervising crews involved in the operation, construction, maintenance, and repair of public facilities, preparing, and maintaining appropriate records and files.

EXAMPLES OF WORK

- Oversees, supervises, and directs crews involved in street construction, maintenance, and repair, mowing, horticulture, parks maintenance, special events, and related activities.
- Schedules and assigns personnel and equipment to work force leaders and assigns them to jobs.
- Under supervision, coordinates use of equipment, materials, and manpower.
- Inspects work to ensure compliance with instructions, plans, and work orders.
- Receives requests for follow-up work or special work and ensures that work is carried out.
- Gives advice, guidance, and training to employees.
- Keeps records and prepares reports.
- Inspects field work of assigned crews in a variety of work situations.
- Oversees the planning, planting, maintenance, and repair of grounds and park areas.
- Oversees landscaping, trash collection, recycling, and special events.
- Operates construction and maintenance equipment.
- May act as department head as assigned.
- Performs other duties as apparent or assigned.

REQUIRED SKILLS, KNOWLEDGE, AND ABILITIES

Thorough knowledge of repair, operation, maintenance, rehabilitation, and construction of facilities and services to which assigned; thorough knowledge of the tools, materials, and equipment, used in such work; thorough knowledge of the occupational hazards and safety precautions of the work; skill in assigning and supervising the work of others; ability to prepare reports, drawings, and sketches; ability to establish and maintain effective working relationships with subordinates and the general public. Maintain effective working relationships with department supervisors, managers, and contractors. Obtain knowledge of modern business methods and procedures applicable to local government administration; knowledge of statistical methods and effective preparation and presentation of reports; ability to express ideas effectively orally and in writing.

Supervisory Responsibilities: Responsible for the overall direction, coordination, and evaluation of departmental management and supervisory staff. Carries out supervisory responsibilities in accordance with the City's policies and applicable laws. Responsibilities include maintaining staff training and planning.

WORKING CONDITIONS

- Heavy work requiring the exertion of up to 100 pounds of force occasionally, up to 50 pounds of force frequently, and up to 20 pounds of force constantly to move objects.
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word.
- Hearing is required to perceive information at normal word levels.
- Visual acuity is required for visual inspection involving small defects and/or small parts, use of measuring devices, assembly or fabrication of parts at or within arm's length, operation of machines devices, and observing general surroundings and activities. The worker is subject to inside and outside environmental conditions, extreme cold, extreme heat, noise, vibration, hazards, atmospheric conditions, and oils

SELECTION CRITERIA

MINIMUM EDUCATION AND EXPERIENCE

High School graduation, High School Equivalency Diploma, or G.E.D. Certificate, supplemented by three (3) to five (5) years of progressively knowledgeable and skilled experience and specialized training in the field appropriate to the job; considerable experience in supervision of small crews; or any equivalent combination of education, training, and experience.

SPECIAL REQUIREMENTS

- Possession of an appropriate driver's license valid in the state of Maryland.
- An employee in this classification is subject to random drug testing pursuant to the City of Seat Pleasant's Drug-Free Workplace Policy, Drug & Alcohol Testing Procedures

Special Notices: Employees in this position are subject to random drug and alcohol testing pursuant to the City of Seat Pleasant's Drug-Free Workplace Policy, Drug & Alcohol Testing Procedures. May be required to wear Personal Protective Equipment.

How to apply:

Qualified candidates are encouraged to submit a cover letter including salary requirements and resume to jobs@seatpleasantmd.gov Cover letter should include position title. EOE/AA employer.

NO TELEPHONE CALLS PLEASE