CLASS TITLE: General Foreman of Laborers - Curb and Gutter

CHARACTERISTICS OF THE CLASS: Under general supervision, supervises foreman and their field crews in the maintenance and repair of street alleys, sidewalks, curbs, and gutters; and performs related duties as required.

EXAMPLES OF DUTIES: Plans, supervises, and inspects the work activities of subordinate foreman and their field crews in the maintenance and repair of street alleys, sidewalks, curbs, and gutters; ensures proper methods and procedures are followed; receives complaints and makes necessary investigations of reports concerning concrete maintenance; may assist in organizing and assigning crews, equipment and work schedules; ensures proper safety procedures are followed; maintains records detailing subordinates' time worked and equipment used; reviews reports from field personnel; prepares and maintains comprehensive unit reports detailing productivity, work-in-progress, and any particular problems and/or situations encountered; prepares work schedules for immediate subordinates and approves units' timesheets.

DESIRABLE MINIMUM QUALIFICATIONS:

Training and experience. Six years of progressively responsible experience in construction, maintenance, and repair of street alleys, sidewalks, curbs, and gutters, including two years in a supervisory capacity; or an equivalent combination of training and experience.

Knowledge, Abilities and Skill. Thorough knowledge of applicable City codes, ordinances, rules, and regulations. Thorough knowledge of safety standards and procedures. Thorough knowledge of the tools, equipment, and materials used in the maintenance and repair of street alleys, sidewalks, curbs, and gutters. Thorough knowledge of departmental rules, policies, and procedures. Thorough knowledge of the various types of pavement construction.

Ability to plan, assign, supervise, and inspect the work of subordinate staff. Ability to efficiently handle employee grievances. Ability to analyze, prepare, and maintain operational records and reports. Ability to exercise good judgment in evaluating situations and making effective decisions. Ability to communicate effectively.

Good oral and written communication skills. Skill in applying the knowledge of safety techniques. Skill in the application of the knowledge of the materials, equipment, and procedures required for the effective maintenance, repair, and construction operations related to the maintenance and repair of street alleys, sidewalks, curbs, and gutters.

May, 1988