

ASSISTANT GENERAL FOREMAN

GENERAL STATEMENT OF DUTIES: Under the general supervision of the General Foreman an employee in this class, assists in the supervision of two or more public works functions; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: An incumbent in this position assists in the supervision of skilled, and unskilled personnel involved in the construction and maintenance of roads, collection and disposal of refuse, maintenance of parks, and other public works activities. Work is performed under the general supervision of a General Foreman. In absence of General Foreman, an Assistant General Foreman acts in his/her behalf.

EXAMPLES OF WORK: (Illustrative Only)

Supervises and assists in the construction of gravel, macadam, asphalt or concrete roads, curbs and sidewalks;

Supervises and assists in excavation, grading, drainage and embankment projects;

Supervises and assists in the patching and repairing of roads;

Supervises and assists in the cleaning of ditches, culverts, and catch basins;

Supervises the cleaning, painting, and maintenance of road equipment and real property;

Supervises and assists in the maintenance of park areas and playgrounds;

Supervises and assists in the construction, cleaning and repairing of sanitary sewers;

Supervises and assists in the planting and maintenance of trees, shrubs and landscaped areas along highways;

Supervises in street cleaning and snow removal;

Supervises refuse collection activities;

Supervises the operation and maintenance of an incinerator plant;

Requisitions materials and supplies;

Keeps records and prepares reports.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of modern street construction and maintenance practices, terminology and tools; good knowledge of public works activities; ability to plan, layout and supervise the work of others; ability to keep simple activity records and prepare reports of such activities; industry; initiative; resourcefulness; tact; courtesy; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Either: (a) graduation from high school or possession of a high school equivalency diploma and two years of experience in public works activities, one year of which shall have been in a supervisory capacity; or (b) graduation from high school or possession of a high school equivalency diploma and three years of experience in public works activities, which shall have involved overseeing the work of public works crews; or (c) five (5) years of experience in public works activities, one year of which shall have been in a supervisory capacity; or (d) six (6) years of experience in public works activities, three of which shall have involved overseeing the work of public works crews; or (e) a satisfactory equivalent combination of the foregoing training and experience.