

ASSISTANT GENERAL FOREMAN

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision of the General Foreman, an incumbent of this position assists in supervising the work of skilled and unskilled personnel involved in two or more public works functions such as construction and maintenance of roads; collection and disposal of refuse; maintenance of parks, and other public works activities. In the absence of the General Foreman, an Assistant General Foreman acts in his/her behalf. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Assists in the supervision of the construction of gravel, macadam, asphalt or concrete roads, curbs and sidewalks;

Assists in the supervision of excavation, grading, drainage and embankment projects;

Assists in the supervision of the patching and repairing of roads;

Assists in the supervision of the cleaning of ditches, culverts, and catch basins;

Assists in the supervision of cleaning, painting, and maintenance of road equipment and real property;

Assists in the supervision of maintenance of park areas and playgrounds;

Assists in the construction, cleaning and repairing of sanitary sewers;

Assists in the supervision of planting and maintenance of trees, shrubs and landscaped areas along highways;

Assists in the supervision of street cleaning and snow removal;

Assists in the supervision of refuse collection activities;

Assists in the supervision of the operation and maintenance of an incinerator plant;

Requisitions materials and supplies;

Keeps records and prepares reports;

Acts on behalf of the General Foreman in his/her absence;

Uses computer applications such as spreadsheets, word processing, calendar, e-mail and database software.

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; ability to communicate effectively, both orally and in writing; ability to read, write, speak, understand and communicate in English sufficiently to perform the essential duties of the position; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; 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 (2) years of experience in any, or a combination of, the following: garbage/trash collection; the maintenance and repair of roads, automotive equipment, buildings and/or facilities, water and sewer pipes or plants, parks or grounds maintenance, tree trimming, storm water facilities or street lights, either for a public or private entity, one (1) year of which must have been in a supervisory capacity; or (b) graduation from high school or possession of a high school equivalency diploma and three (3) years of work experience as described in (a) above, which must have included overseeing the work of crews; or (c) six (6) years of work experience as described in (a) above, one (1) year of which must have been in a supervisory capacity; or (d) seven (7) years of work experience as described in (a) above, three (3) years of which must have included overseeing the work of crews.

Towns, Villages, Cities
of Rye & Peekskill,
Special Districts
J. C.: Non-competitive
MPM3
1c

Job Class Code: 0421