

## TRANSPORTATION FIELD OPERATIONS FOREMAN

### JOB DESCRIPTION

**Classification Responsibilities:** The Transportation Field Operations Foreman supervises and is responsible for one major crew, or several smaller crews, involved in relatively large-scale and technically more demanding projects related to the repair and maintenance of the City's streets, parkways, rights-of-way, and storm drainage system. A Transportation Field Operations Foreman is expected to participate in the physical aspects of the crew's activities. The position performs related work as required.

**Distinguishing Features:** The Transportation Field Operations Foreman is expected to exercise considerable initiative and independent judgment in determining and coordinating equipment, supplies, and materials needed to complete the assignment. An employee in this class is required to use appropriate safety equipment and follow safety procedures, to ensure the safety of the crew and the general public. The work is not only physically demanding, but there is considerable exposure to heavy traffic. The position is supervised by a Transportation Field Operations Supervisor through meetings, conferences, and end-results achieved. This class is FLSA nonexempt.

### QUALIFICATIONS

**Employee Values:** All employees of the City of Mesa are expected to uphold and exhibit the City's shared employee values of Knowledge, Respect, and Integrity.

**Minimum Qualifications Required.** Graduation from high school or GED. Any combination of training, education, and experience equivalent to six years of full-time employment in street maintenance related construction work involving hot mix asphalt, concrete, seal coats, or other closely related work. At least two years of this experience must be in a supervisory or lead worker capacity, or one year of full-time employment with the City of Mesa as an Equipment Operator in Transportation.

**Special Requirement.** Must possess a valid Arizona Driver's License by hire date.

**Substance Abuse Testing.** None.

**Preferred/Desirable Qualifications.** None.

### ESSENTIAL FUNCTIONS

**Communication:** Communicates with the general public regarding severity of street maintenance problems and possible hazards to the public. Responds to customer complaints by investigating and assisting in resolving the situation or problem. Follows verbal and written instructions regarding street maintenance and related activities. Completes a variety of forms, records, and reports associated with project cost, problems encountered, and work completed, including equipment, materials, and supply requisitions; crew time sheets; vehicle mileage; usage forms; invoice authorizations; and purchase vouchers. Instructs crew members in new or revised techniques and procedures, including equipment operations associated with the repair and maintenance of the City's streets, parkways, rights-of-way, and

storm drainage system. Prepares written documents such as monthly cost reports, memos, e-mails, performance appraisals, or invoices for payment, with clearly organized thoughts using proper sentence structure, punctuation, and grammar.

**Manual/Physical:** Operates a variety of light-to-medium construction equipment requiring a standard Arizona Driver's License to perform street, storm drainage system, and related maintenance and repair work. Inspects crew truck daily to ensure that all equipment is in safe operating condition, reporting major problems to Fleet Support Services for service, repair, or replacement and to ensure that an adequate inventory of materials and supplies is available to complete the assignments for the day. Operates a motor vehicle requiring a standard Arizona Driver's License to perform duties and operate various street maintenance-related equipment. Participates in all aspects of street and storm drainage system maintenance and repair, including emergency storm duty. Lifts and carries heavy (50 - 75 pounds or more) equipment and materials needed to complete a job with an aid to assist. Uses computer keyboard to prepare written documents and correspondence using various computer software packages. Meets scheduling and attendance requirements.

**Mental:** Outlines work assignment(s) for the day, and assigns individual crew members to various aspects of the projects to ensure efficient and effective utilization of equipment and manpower, and facilitate timely completion of the day's work assignment(s). Establishes and enforces work standards and operating procedures to ensure that jobs are completed in a timely manner and in conformance with established standards, safety practices, and procedures. Supervises subordinate employees, participates in hiring and discharge activities, prepares performance evaluations, initiates disciplinary actions, and serves as management's representative in the first step of the grievance process. Determines appropriate placement of barricades and traffic cones to safely reroute traffic away from the work area. Monitors the activities of individual crew members and contractors, inspects work in progress and the completed job, discusses problems and procedures necessary to resolve them, and addresses quality control issues. May be required to perform a variety of activities involving monitoring of service, material, and maintenance contracts. Coordinates work assignments by determining priorities, schedules projects on a weekly to monthly basis, and orders materials and equipment needed for projects. Follows verbal and written instructions regarding street maintenance and related activities.

**Knowledge and Abilities:**

Knowledge of:

hot asphalt patching and finishing practices and procedures;  
concrete placement and finishing practices and procedures;  
the application practices and procedures for various types of seal coats;  
the safety practices and procedures used when working near heavy traffic;  
traffic control practices and procedures using barricades and traffic cones;  
the general guidelines and standards related to storm drainage system, street maintenance, and repair activities;  
materials, manpower, and equipment needed to complete street maintenance and storm drainage related assignments;  
office management, mapping, and communication related computer software packages such as Microsoft Office products, various databases, computerized maintenance management systems, and Geographic

Information Systems (GIS); and  
the principles and practices of employee supervision and training.

Ability to:

follow established procedures for hot asphalt patching, concrete pouring finishing, and slurry or fog seal application;  
prioritize work assignments based on a variety of factors, including severity of problem and hazard to the public;  
produce effective written correspondence, monthly reports, and documents using computer software packages including databases and GIS; and  
establish and maintain effective working relationships with subordinates, coworkers, and the general public.

The duties listed above are intended only as general illustrations of the various types of work that may be performed. Specific statements of duties not included do not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change by the City as the needs of the City and requirements of the job change.

Revised 7/16

TO/dl/vl

CS4305.DOCX

CS4362 (Street Sweeping)

EEO-S/M

JOB FCTN-GEN

INCREMENTS 62-200

PAY GRADE: 46

PAY GRADE: 46

IND-5506

IND-9402 (Street Sweeping)

SWORN-No