

STREETLIGHT FOREMAN

JOB DESCRIPTION

Classification Responsibilities: Under general direction, supervises private streetlight contractors; supervises City streetlight construction and maintenance crews; performs related work as required.

Distinguishing Features: The Streetlight Foreman, who reports to the Streetlight Systems Supervisor, serves as the contract monitor for private streetlight contractors doing City projects and performs most of the office (as opposed to on-site) supervision and control of the City's Streetlight Technicians (i.e., project planning which entails consideration of materials, shifting priorities, meeting emergencies, and dividing work between contractors and City crews). In contrast, the Senior Streetlight Technician provides on-site field supervision of the City crews. This class is FLSA nonexempt.

QUALIFICATIONS

Minimum Qualifications Required. Any combination of training, education, and experience equivalent to extensive (5+ years) experience in the installation and maintenance of streetlights.

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

Substance Abuse Testing. None.

Preferred/Desirable Qualifications. Graduation from high school or GED preferred. Supplemental coursework in electricity and supervision is preferred. Completion of an electrical apprenticeship and possession of a journeyman's card are highly desirable.

ESSENTIAL FUNCTIONS

Communications: Communicates with the general public, other City employees, vendors, management, contractors, and public officials in order to explain and understand procedures, ask and clearly understand questions and answers, and give and take instructions. Prepares written documents, such as memos, reports, and correspondence with clearly organized thoughts, and using the proper sentence construction, punctuation, and grammar in order to accurately explain the type and amount of work completed or needed.

Manual/Physical: Reviews the work products of others to ensure compliance with standard operating procedures or other standards/guidelines, including Mesa Standard Details or National Electric Code. Inspects, monitors, evaluates information and work-related conditions, such as streetlight equipment and vehicles to determine compliance with prescribed operating, safety, Mesa Standard Details and Specifications, and the National Electric Code. Operates a City vehicle requiring a standard Arizona Driver's License to check on contractor and crew activities, and to inspect job sites. Operates a variety of standard office equipment. Enters data or information into a personal computer (PC) in order to produce memos, correspondence, and performance appraisals. Sorts, files, and distributes incoming mail and other material, such as streetlight work reports, customer contact reports, and invoices. Performs physical inventories of lamps, photocells, connectors, and other streetlight materials.

Mental: Plans, organizes and directs the activities of streetlight crews and contractors. Supervises and evaluates the work of subordinate personnel. Prioritizes own work and the work of others, and assigns work to personnel, such as spot improvements, knockdowns, damages and outages. Resolves procedural, operational, and other work-related problems, such as personnel conflicts, or disciplinary actions, by research, crew discussions, and employee consultations. Coordinates work activities with other City departments. Develops Streetlight Group policies and procedures for short- and long-term objectives. Conducts research and analyzes streetlight specifications or test data to ensure types of materials specified and received are top quality and are current with industry standards. Performs mathematical calculations, cost analysis, or related activities. Comprehends and makes inferences from written material, such as streetlight work reports and customer contacts to discern type and amount of work to be completed. Understands and interprets blueprints, schematic drawings, and layouts to correctly install streetlight equipment. Estimates labor and material costs from blueprints and other work plans, such as streetlight reports. Learns job-related material through on-the-job training regarding streetlight installation and repair.

Knowledge and Abilities:

Knowledge of:

the National Electric Code;
the equipment, tools, and materials used in the installation, maintenance, and repair of residential and arterial streetlights; and
the safety equipment and procedures used when working around high voltage.

Ability to:

estimate project costs by considering such factors as time, levels of labor, and material (i.e., degree of voltage drop and size of wire needed);
develop agreement for services contracts;
locate potential contractors for future work;
develop a written schedule for the work of private streetlight contractors, using a job numbering system;
update schedule as priorities change and emergencies occur;
walk through the project, on-site, with contractors to explain work and to answer questions;
supervise subordinate employees by participating in hiring and firing, instituting disciplinary actions, and conducting performance evaluations;
develop and present employee training classes;
inspect work in progress and upon completion, or delegate inspection;
work with contractors in solving ongoing problems such as conflict with existing utilities and working around landscaping in established neighborhoods;
check material invoices and invoices for payment for accuracy;
set minimum and maximum levels on items kept at the City's warehouse after analyzing materials used in previous projects and projecting future usage;
monitor warehouse stock and check shipments on arrival at the warehouse for accuracy;
gather vendor's quotations on small volume items not kept by the warehouse and submit purchase requests;

establish and revise work standards and operating procedures;
identify and resolve operational problems;
identify employee training needs and provide training;
interpret maps, project plans, blueprints, and diagrams to determine equipment, materials, level of work, and time needed; and
establish and maintain effective working relationships with subordinates, contractors, 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 does 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 to Update Industrial Code 1/15

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CS4712.DOC

PAY GRADE: 49

EEO-Tech

NDOT SAFETY-No

SECURITY-No

NDOT RANDOM-No

DOT SAFETY-No

CDL-No

RESP-No

IND-6325

JOB FCTN-TEC

SWORN-No

INCREMENTS 81-200