

JOB DESCRIPTION

Position Title: Public Works Foreman

Department: Public Works Department

Reports To: Mayor/Council

Hourly: \$20 – 26 an hour, depending on experience.

General Statement of Duties: Performs administrative, professional and supervisory work in planning, organizing, coordinating, supervising and directing all phases of the Public Works program in an ethical and efficient manner. Regularly is on-site performing tasking with crew members as a means to pass along knowledge and/or provide the requisite amount of labor to complete tasking.

Supervision Received: Works under the direction of the Mayor and Council.

Supervision Excised: Directly supervises all Public Works Department Personnel.

Duties: The following list of duties is intended to be illustrative only and is not intended to be all-inclusive:

- Shall attend all meetings of the Town Council and shall provide a written report for each regular monthly Council meeting.
- Plans, organizes, directs, oversees and coordinates the administration of the Public Works Department of the Town, including all aspects of sanitation, water system, wastewater collection and purification, construction and maintenance of streets, purchase and maintenance of town vehicles and equipment and the operations and maintenance of all other town property.
- Prepares the department budget.
- Manages and monitors the department budget and all spending, and notifies the Town Clerk of any required budgetary modifications during the fiscal year.
- Maintains the town's safety and training programs (Hazard Communication, Respiratory Protection, Confined Space, Job Hazard analyses, Fire Protection Plans, Emergency Action Plans, etc.) and ensures that all employees are properly trained and have adequate tools and PPE to complete their tasking.
- Determines work procedures and schedules work according to priority.
- Adapts work schedules to changing priorities.
- Oversees the training of all Public Works personnel in proper techniques and procedures.
- Issues written and verbal instructions.

- Assigns duties and examines for exactness, neatness and conformance to policies and procedures.
- Studies and standardizes department policies and procedures to improve efficiency and effectiveness of operations.
- Maintains harmony among workers and resolves grievances.
- Plans, organizes, coordinates, supervises and evaluates programs, plans, services, staffing, equipment and infrastructure of the Public Works department.
- Evaluates Public Works needs and formulates short and long-range plans to meet needs in all areas of responsibility such as water, sewer, sanitation, parks and streets.
- Oversees the maintenance and operation of all infrastructure and maintains records of all maintenance.
- Regularly works in the field helping with any tasking that requires additional labor or as an opportunity to share knowledge.
- Responds to public and other inquiries relative to department policies and procedures.
- Meets the public with respect and courtesy and extends the same towards fellow colleagues.
- Attends meetings relevant to Public Works (local or out-of-area, during business or after-hours, etc.).
- Attends trainings relevant to position as funding allows.
- Evaluates performance of direct reports annually and provides feedback on performance to all direct reports on a regular basis.

Required Knowledge, Skills, and Abilities:

- Considerable knowledge of street and storm sewer maintenance and repairs.
- Considerable knowledge of park maintenance and irrigation.
- Considerable knowledge of municipal water system maintenance and repairs.
- Considerable knowledge of municipal sanitary sewage system maintenance and repairs.
- Knowledge in SCADA system operations.
- Thorough knowledge of applicable codes, laws and regulations affecting department activities.
- Skill in operating the listed tools and equipment.
- Ability to communicate effectively, verbally and in writing, with employees, consultants, other governmental agency representatives, town officials and the general public.
- Ability to make independent judgements which have significant impacts on the organization.

Education: Graduate from high school or GED equivalent.

Experience: Preferred previous public work experience.

Licensing and Certifications: If not already obtained, all the following licenses must be obtained within the dates stated below:

- Valid “Class B” CDL License (within 1 year)
- Level 1 Distribution Systems certificate, or equivalent (within first 90 days of employment)
- Level 1 Lagoon System certificate, or equivalent (within 9 months of employment)

Tools and Equipment Used: Motor vehicle, telephone, radio, fax and copy machines, personal computer, hand power tools, mowers, heavy equipment, welder, sewer washer, sewer camera, and numerous other types of powered equipment.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally required to stand, walk, use hands and fingers to handle, feel or operate objects, tools or controls and reach with hands and arms. The employee is occasionally required to sit, climb, balance, stoop, kneel, crouch, crawl, hear, talk and smell.

The employee must occasionally lift and/or move up to 75 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is in an office and outdoor settings. The outdoor conditions include all types of weather conditions. Supplementary PPE may be required as the employee occasionally works in confined spaces, near moving mechanical parts and in high, precarious places, and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or

caustic chemicals, risks of electrical shock and vibration. The noise level in the work environment is usually moderate, at times loud when operating or near equipment.

The Town of Basin is an equal opportunity employer. Any applicant/employee with a disability as defined in the American with Disabilities Act may request an accommodation to perform the functions of this position. Requests should be directed to the immediate supervisor.

The duties listed above are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

TOWN OF BASIN

P.O. Box 599
Basin, WY 82410
(307)568-3331

EMPLOYMENT APPLICATION

PLEASE TYPE OR PRINT USING BLACK INK

Date: _____ 20____

Positions desired:

1. _____
2. _____

Name: _____
(Last) (First) (Middle)

Address: Street City State Zip Code

() _____
Telephone Number

EDUCATION AND TRAINING DATA

Circle highest grade completed: 7 8 9 10 11 12 or GED College: 1 2 3 4 5 6

Name and Location of Last Elementary or High School Attended: _____

Name & Location of College, and/or Vocational Schools Attended	Dates Attended		Course of Study	Graduate?	Degree or Certificate
	From:	To:			

List any apprenticeships, internships, trade schools, and military schools, completed or not:

Name of School or Apprenticeship	Dates Attended		Employer & Address	Type of Training	Graduate?
	From:	To:			

Please list any additional training, and/or scholastic honors: _____

List all equipment/machines that you can operate. After each piece of equipment, list the number of years experience you have had with that piece of equipment:

Other Skills: _____

Licenses or Certificates Held: _____

MILITARY DATA

Are you a Veteran of The Armed Forces of the United States? Yes No

If so, please attach a copy of your form DD 214

Military Service: From _____ To _____

EMPLOYMENT DATA

LIST ALL EMPLOYMENT EXPERIENCE STARTING WITH PRESENT OR MOST RECENT EMPLOYER FIRST.

Most recent or present Employer:

Name of Employer: _____ From ___/___ To ___/___

Address: _____

Telephone Number: _____

Your Title: _____

Salary (Monthly or Hourly) _____
Beginning Ending

Describe in detail your duties and responsibilities: _____

Number and kind of employees you supervised: _____

Your Supervisor: _____ May we contact? Yes No

Reason for Leaving: _____

Next Previous Employer:

Name of Employer: _____ From ___/___/___ To ___/___/___

Address: _____

Telephone Number: _____

Your Title: _____

Salary (Monthly or Hourly) _____
Beginning Ending

Describe in detail your duties and responsibilities: _____

Number and kind of employees you supervised: _____

Your Supervisor: _____ May we contact? ___Yes ___No

Reason for Leaving: _____

Next Previous Employer:

Name of Employer: _____ From ___/___/___ To ___/___/___

Address: _____

Telephone Number: _____

Your Title: _____

Salary (Monthly or Hourly) _____
Beginning Ending

Describe in detail your duties and responsibilities: _____

Number and kind of employees you supervised: _____

Your Supervisor: _____ May we contact? ___Yes ___No

Reason for Leaving: _____

REFERENCES

List those that know of your abilities.

1. _____
Name Occupation Address City State Phone

2. _____
Name Occupation Address City State Phone

3. _____
Name Occupation Address City State Phone

1. Do you have a valid driver's license? YES NO

2. Do you have any relatives who work for the Town of Basin? YES NO

If so, who? _____

The facts made in my application are to the best of my knowledge, true and complete. I understand that any false statements or misrepresentations given by me on this application are sufficient cause for dismissal.

Signature Date

THE TOWN OF BASIN IS AN EQUAL OPPORTUNITY EMPLOYER

INTERVIEWED BY: _____ DATE: _____

COMMENTS: