



JOB DESCRIPTION

Foreman

Town of Medley/Public Works Department

Wage Range: \$17.00-\$25.50

I. JOB SUMMARY:

- A. The Foreman shall be required to respond to the directives and instructions of the Director or Assistant Director of the Town of Medley Public Works Department. Such a person shall have the knowledge and training to allow such person to give instructions to the Public Works Employees, while simultaneously, when appropriate, acting as a hands-on co-worker. The Foreman shall have full and complete knowledge of the Public Works facilities components, installations, and repairs and be able to supervise other Public Works Employees without the presence of the Department Director(s). This position requires the individual to be fully capable of operating and instructing the operation and use of required hand tools, required small excavators, back hoes, rollers, other digging machines, and other such equipment and vehicles common to the Public Works Department operations.
- B. The Foreman shall be required to be in charge of the Public Works Department Employees while the Director(s) absence, on vacation, sick-leave, and administrative-leave and/or otherwise requested by the Director.
- C. In addition to the above responsibilities, the Foreman shall assist the Director in the following:
 1. Organizing and prioritizing work assignments, and is responsible for ensuring that assigned work has been satisfactorily performed.
 2. Delegating job assignments when the Director(s) is absent to the Public Works Department Employees.
 3. Communicating with assigned employees to review work requirements, status of problems and assisting assigned employees with complex or problem situations, and providing direction, advice, and technical expertise to assigned employees.

4. Assisting in working with employees to correct deficiencies and to implement disciplinary action in conjunction with the Directors.
5. Assisting in response to emergency conditions relating to the Public Works Department.
6. The occupational hazards and necessary safety precautions applicable to the Public Works Department.
7. Perform other related duties as assigned.

II. MATERIAL AND EQUIPMENT USED:

- A. See language in Job Summary.

III. MINIMUM QUALIFICATIONS REQUIRED:

- Required High School or equivalent;
- Must possess a valid driver's license;
- Required a CDL (Class B Endorsement);
- Required a skilled Heavy Equipment Operator;
- Required Computer literacy;
- Must be office environment orientated;
- Must have the ability and effectively communicate in English and Spanish.

The Town of Medley is an Equal-Opportunity Employer and maintains a Drug-Free Workplace. The Foreman' shall be required to take and pass a pre-employment drug screening examination in accordance with the Laws and Statutes in the United States and the State of Florida and may from time to time be required to submit to a random drug screening according to the Laws and Statutes of the United States and the State of Florida and the Codes or Policies of the Town of Medley.

The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required. 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.

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