



## Foreman

### JOB DESCRIPTION / Key Facts

**Department:** Streets

**Salary Range:** \$53,310- \$74,610

**Schedule:** 6:30 a.m. – 2:30 p.m. Monday - Friday, As assigned, with irregular or extended hours during emergencies or special events.

**Reports To:** Director of Operations

**FLSA:** Non-Exempt

### Summary

The Foreman oversees skilled laborers responsible for maintaining and developing city infrastructure, including streets, storm sewers, and sidewalks. Working under the Director of Operations, this role ensures safe and efficient operations, coordinates resources, and supervises equipment use and maintenance.

### Essential Job Functions

- Lead and coordinate daily maintenance and repair tasks for city infrastructure.
- Schedule and assign tasks, serving as the Director of Operations in their absence.
- Oversee equipment operation, maintenance, and safe usage.
- Ensure compliance with safety protocols and provide team training.
- Inspect infrastructure to determine maintenance needs, including mowing, repairs, and concrete/asphalt work.
- Supervise setup and teardown for city events, ensuring proper labor and resource allocation.
- Assist with snow and ice removal operations, managing laborers and staff.
- Maintain logs of equipment, maintenance and operational activities.
- Provide performance feedback to the Director of Operations and collaborate with other departments.

### Minimum Qualifications – you must meet these requirements to be considered for the job.

- High school diploma or GED equivalent.
- Valid driver's license with a good driving record.
- At least five years of experience in public work, maintenance, construction, or a related field.
- Supervisory or leadership experience preferred.

**Knowledge, Skills and Abilities (KSAs)** which may be representative, but not all-inclusive of those commonly associated with this position.

- Strong leadership and communication skills to effectively manage a team.
- Proficiency with power tools, construction techniques, and heavy equipment operation.
- Ability to prioritize tasks, manage time efficiently, and delegate work effectively.
- Knowledge of infrastructure maintenance, repair techniques, and safety practices.
- Ability to work independently and make decisions in the absence of the Director of Operations.

**Work Environment** – Environmental or atmospheric conditions commonly associated with the performance of the functions of this job.

- Primarily outdoor work with exposure to various weather conditions.
- Regular use of mechanical equipment such as mowers, tractors, dump trucks, and power tools.
- Irregular or extended hours required during emergencies or special events.

**Physical Abilities** that are commonly associated with the performance of the functions of this job. The physical demands described below 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 essential functions.

- Ability to perform physically demanding tasks, including lifting, operating heavy machinery, and working in inclement weather.
- Capability to perform infrastructure inspections and repairs requiring climbing, bending, and other physical movements.

**The City of Parkville** is an Equal Opportunity Employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. All employment is decided on the basis of qualifications, merit, and business need. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all applicable state and federal laws. These duties may be modified, as required, by applicable federal and state laws.