Position

<table>
<thead>
<tr>
<th>Job Title: Foreman</th>
<th>Department: Parks Public Works</th>
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<tr>
<td>FLSA Status: Non- Exempt</td>
<td>Salary: $17.50 hourly / 36,400.00</td>
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<td>Approved:</td>
<td>Last Revised: N/A</td>
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General Purpose and Description:

Under general supervision, Foreman is to provide assistance in the Parks and Public Works Supervisor for all phases of work assignments. coordinate and supervise subordinate workers in the maintenance of the City’s property, grounds, parks, streetscape, storm water and irrigation systems, traffic signal and markings, and street operations.

Duties, Functions and Responsibilities:

- Shall be responsible for scheduling, inspections, quality control, and job site safety.

- Including coordinating subcontractors, material and equipment, ensuring that specifications are being strictly followed, and work is proceeding on schedule and within budget

- Schedule staff, subcontractors, and vendors in critical path to ensure timely completion.

- Perform quality control duties and responsibilities regarding the work being performed.

- Communicate with supervisor if there is non-compliance with safety, health, and environmental quality standards.

- Identify conflicts in construction progress and communicate them to project team for resolution.

- Maintain daily log (written) of activities on the jobsite.

- Perform Superintendent duties at multiple job sites, simultaneously.

- Walk all units on project daily to monitor activities and assist in future planning.

- Plan, schedule, oversee and control designated general services to support operations and projects at various locations.

- Involves: Accept and prioritize work and related repair and maintenance needs.

- Assign repair, maintenance and other work to staff. Supervises and leads work activities of equipment operators and/or laborers and semi-skilled workers.

- Support and actively promote the City’s safety programs.

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- Works both indoors and outdoors in extreme temperatures including heat, cold, temperature swings, and inclement weather. Exposure to dust, odor, electrical, mechanical, and toxic hazards using proper safety precautions.

- Perform duties of subordinate personnel as necessary to ensure continuity of operations during absences. Assist or participate in performing maintenance and repair work as necessary.

- Responsible for any assignments issued by the City of Socorro.

Minimum Qualifications:

Education and Experience:
A candidate must possess an associate degree in Business, Civil engineering, or related field with three years of experience. In lieu of a degree, a candidate must possess five years progressive experience in performing work activities in construction, maintenance, and/or repair work related to this field.

Licenses and Certificates: Valid Texas Class “C” Driver License.

Other job Characteristics:
Must be able to drive light and heavy duty equipment.
Use and handle a variety of tools, equipment, cleaning supplies, chemicals and materials, building and grounds maintenance procedures, hazardous materials, waste and chemical handling and disposal.
Safely operate City vehicles, equipment, and tools and work in potentially hazardous areas, around moving equipment and in a variety of work areas.
May be required to operate motor and/or other equipment in and through City traffic and/or work in heavy traffic conditions.

Physical Requirements:
Lift and/or carry heavy, bulky items, material and/or supplies weighing up to 100 pounds.
Pulls, pushes, or drags up to 150 pounds.
Climbs, crawls, kneels, squats, stoops and twists for extended periods of time while performing repairs.
Works in trenches and confined spaces, using proper safety gear.
Sits or stands for extended periods of time while performing maintenance or repair work.
Works in constant and extreme noise levels.
Potential occasional exposure to inclement weather conditions, infectious diseases, physical harm, high dust levels, insects, reptiles, vermin and dangerous chemicals and moving machinery, equipment and vehicles.
City of Socorro
Job Description

Position

City Manager
Date

Employee
Date

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