



# *City of Humble*

## **Employment Opportunity**

### **Foreman-Street Department**

#### **Job Number – PW-20190712-FRMN**

**DATE POSTED: 07/12/2019**

**JOB TITLE: Foreman-Street Department**

**JOB CLASS: Full Time**

**REPORTS TO: Street Department Superintendent**

**WORK HOURS: 7AM–4PM (OT as Required)**

**OPEN UNTIL: Filled**

**FLSA STATUS: Non Exempt**

**DEPARTMENT: Streets**

**LOCATION: 102 Granberry**

**ESSENTIAL: Yes**

#### **Position Objectives:**

To manage, organize, and direct the programs and activities of the Street Maintenance Department involving construction, maintenance and repair of streets and drainage systems, street cleaning, right-of-way mowing, Animal Control and mosquito control; and to provide technical staff assistance to the Street Department Superintendent

#### **Duties and Responsibilities:**

- Regular and timely attendance at work
- Plan, implement and direct a program of street maintenance and repair work
- Maintenance and repairs to roads, bridges, medians, right-of-ways, gutters, curbs, sidewalks, drainage system, street signs, barricades, traffic control signals, school zone beacons within the City's limits
- Responsible for daily work orders, daily time sheets and purchase orders
- Inspect streets, sidewalks, curbs, gutters, medians, drainage channels and related facilities and equipment for needed maintenance and repairs
- Ensure the adherence to safe work practices by Street Maintenance & Animal Control personnel
- Performs routine and repetitive physical strenuous tasks such as hand working asphalt and concrete as it is placed; loading and unloading trucks; laying pipelines and repairing manholes; patching pot holes and overlaying of streets; sealing cracks in asphalt and concrete; remove and replace concrete to include setting to finishing; cutting brush and trees, mowing and weed-eating high grass and weeds; and maintaining and cleaning around street intersections and medians
- Operates, repairs and maintains vehicles and various light equipment and tools such as tractors, mowers, front end and back end loaders, bucket trucks, augers, maintainers, jackhammers, skill saws, drills, bolt cutter, rollers, dump trucks, etc.
- Work safely when working in close proximity to high-speed vehicle traffic areas, along medians and right-of-ways
- Conducts daily inspections and preventive maintenance measures of vehicles, equipment and tools such as checking safe and proper operation and servicing
- Perform the duties of Street Department Superintendent in their absence which includes inspecting of Capital Improvement Projects
- Adheres to departmental, personnel and safety rules and regulations
- Works after hour emergency calls for both the Street Department and Animal Control
- Respond to after-hour Animal Control calls that include picking up stray animals, bite cases, and trapped wildlife, etc.
- Routine after hour mosquito fogging
- Performs other related duties as assigned by the Street Department Superintendent

#### **Knowledge, Skills, and Abilities:**

- Knowledge of basic hand tools
- Street Construction and maintenance experience preferred
- Ability to read construction plans and specifications
- Ability to work effectively in a diverse environment
- Ability to pass required physical and drug screen

#### **Minimum Qualifications:**

- High School Diploma or equivalent
- Valid Texas Driver's License with good driving record (DMV check required)

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- High School Diploma or GED
- Three years of experience with at least two years of supervisory experience in Public Works involving street and drainage construction, maintenance and repair work
- Must be able to pass a criminal background check, physical/PAT, and drug screen
- Must obtain Basic Animal Control Certification within one year of employment
- Must obtain Vector Control Certification within one year of employment

**Essential Position:**

This is a position that is essential to the provision of emergency services during and/or following a disaster. Employees in this position may be required to remain on duty during a man-made or natural disaster despite a general evacuation order for the area. Such employees are also expected to remain available for their normal shifts and for recall to emergency duty unless specifically released by City Management to evacuate. Employees in this position are specifically advised to plan accordingly for these circumstances and that any failure to adhere to these requirements may result in disciplinary action up to and including termination.

**Physical Demands/Working Conditions:**

- Must be able to exercise good judgement; make competent decisions; handle multiple projects; meet deadlines; and work well under pressure and stress
- To perform the essential functions of the job, must be able to talk, read, see, walk, and hear; operate maintenance equipment; follow oral and written directives; perform strenuous physical activities to include, continuously exerting up to 50 lbs of pressure, lifting heavy objects, shoveling, crawling, bending, kneeling, climbing on and off equipment, and operating vibrating equipment
- Must also have good hand/foot/eye coordination to operate equipment; able to lift up to 50 lbs of equipment several times a day
- Must work extensive hours and respond within 30 minutes to an on-call or emergency callback, as required
- Must maintain an effective and pleasant working relationship with coworkers, supervisors, and the general public at all times
- Work is performed indoors, underground, outdoors, in confined spaces, in trenches, on level, slippery, sloping, unstable and muddy terrain, under constantly noisy conditions; and work in adverse environmental conditions to include inclement weather such as rain, sleet, snow, heat, sun exposure, dust/mist and hazardous conditions such as street traffic; and exposure to insects, noxious plants, snakes, poisons and chemicals

The statements contained in this job description reflect general details to describe the principal functions of this job, the level of knowledge and skill typically required and the scope of responsibility. It should not be considered an all-inclusive list of work requirements. Individuals may perform other duties as assigned, including work in other divisional areas to cover for absences, to equalize work during peak periods and/or otherwise balance workload.

**Resumes may be provided with your job posting application.** Applications may be downloaded at the HR and Benefits tab on the City Employee's [Intranet page](#). Once the application is completed it should be emailed to [careers@cityofhumble.net](mailto:careers@cityofhumble.net). **Please be sure to include the Job Number in the Subject line on all emails.**

**The City of Humble is an AT-WILL-EMPLOYER and only accepts applications for positions that are currently posted. Applications will be reviewed by Human Resources and then forwarded to the hiring department to contact the selected applicants for interviews.**