

City Of Florala

Operations Foreman Job Description Grade 1

Job Duties:

Performs a variety of duties associated with all areas of street maintenance, upkeep and lawn care of City properties, care and maintenance of Operations Yards A and B and residential garbage/ debris pickup. Reports to Director of Operations, Projects Manager and Mayor. This is a working position.

Essential Functions/Skills:

- Perform duties associated with maintenance and upkeep of Operations Yard A and Yard B.
- Perform duties associated with all areas of street maintenance repair and construction of streets, driveways, sidewalks, drainage ditches, patch asphalt, install and repair street signs.
- Clean ditch lines by digging and clear obstructions and debris in drainage ditches.
- Operates construction and maintenance equipment such as trucks, backhoes and rollers for a variety of construction and maintenance operations involving streets, sidewalks, curbs, gutters, driveways, ditches and rights-of-way.
- Oversee the upkeep and lawn care of City properties.
- Operate construction and maintenance equipment necessary to complete work assignments.
- Clean and repair work site upon completion of project(s).
- Knowledge of City Ordinances, rules, regulations, policies and procedures related to job duties (Can be learned on the job).
- Maintain Department tools and equipment in clean, working order.
- Ensure safety protocols are followed.
- Participate in training in the performance of job duties.
- Participate in emergency operations as assigned.
- Organize, set priorities, and exercise sound independent judgment within areas of responsibility.
- Communicate clearly and effectively, both orally and in writing.
- Communicate and work effectively with employees of all departments and the public.
- Work independently and carry out assignments to completion with minimum supervision.
- Adhere to prescribed routines and practices, and to make reports as needed.

- Ability to work for extended periods of time, occasionally in adverse weather conditions.
- Perform other duties as assigned.

Physical Requirements: Must be physically fit to stand, walk, sit, crouch, climb, and kneel on a regular basis; must be able to regularly lift or move up to 25 pounds, frequently lift and/or move up to 100 pounds.

Minimum Qualifications:

- Experience in street maintenance is preferred.
- Skilled in lawn care and/or landscaping.
- Operate equipment such as bulldozers, backhoe, lawn mowers, edgers, weed eaters, etc.
- Possess a high school diploma or GED.
- Possess a current and valid driver's license.
- Must be insurable.
- Pass a pre-employment background check and an initial drug screen.

Compensation: Foreman Grade 1 Step 1 New Hire Compensation Plan

The City of Florala is an equal opportunity employer.