



# HUMAN RESOURCES DEPARTMENT

City of Burlington

200 Church Street, Suite 102, Burlington, VT 05401

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## WORKING FOREMAN – ROW PUBLIC WORKS DEPARTMENT

**POSTING DATE:** January 13, 2016

**RATE OF PAY:** \$21.9994/hour

**EXEMPT/NON-EXEMPT:** Non-Exempt

**DEADLINE TO APPLY:** January 25, 2016

**POSITION STATUS:** Regular Full Time

**CLASSIFICATION GRADE:** 16

**UNION:** AFSCME

### **APPLICATIONS CANNOT BE ACCEPTED AFTER THE DEADLINE DATE**

This position is responsible for providing on-site leadership, direction and technical expertise to crewmembers engaged in installation, repair and maintenance work on City facilities and infrastructure.

#### **ESSENTIAL JOB FUNCTIONS:**

- Completes required paper work, including but not limited to; production reports, crew schedules, first report of accident, log of activities, etc.
- Assists crewmembers in maintenance and repair work on City facilities through coordinating crew activities, reviewing work and providing technical oversight.
- Prepares, coordinate and lead assigned work group in daily work assignments and projects including but not limited to scheduling Dig Safe, excavating permits and collecting required deposits.
- Assists Streets Maintenance Manager with supervision, evaluation and training of crewmembers.
- Ensures established Department and Federal safety procedures are adhered to.
- Prepares requisitions required for materials to complete projects in a manner consistent with Department policies and procedures.
- Maintains control over progress and quality of work in accordance with departmental goals, objectives and standards.
- Participates in the hiring process including but not limited to screening, rating, interviewing and recommending applicants.
- Acts as “Ambassador” for DPW, carrying out work in a manner consistent with Department Mission and Vision.
- Performs duties and functions of subordinate positions.
- Performs snow plowing as required.

#### **QUALIFICATIONS/BASIC JOB REQUIREMENTS:**

- High School diploma or equivalent required.
- 3 years of experience in construction, maintenance and repair or related field with at least one year in a supervisory role required.
- Class B CDL license required.
- Ability to direct work activities of a small work crew and lead by example.
- Ability to select and assign staff to each task.
- Ability to determine and demonstrate appropriate methods, procedures and techniques for tasks assigned.
- Strong problem solving skills required.
- Strong communication skills, both oral and written required.
- Ability to train and motivate subordinate workers.
- Ability to create and maintain an environment that embraces the 6 operating principles; Customer Service, Fiscal Responsibility, Good Labor Relations, Employee Empowerment, Cooperation and Constant Improvement.
- Ability to operate dump truck, front end loader, asphalt rollers, street sweepers, sidewalk plows, jackhammer, backhoe, bobcat and mad vac and other related equipment.
- Ability to operated wheeled and tracked snow plow equipment on City streets and sidewalks to plow, remove snow and ice, salt and sand.
- Ability to work outdoors in all weather conditions.
- Ability to lift manholes, covers/frames, bags of concrete (up to 100 lbs. with assistance).
- Ability to work in confined spaces and in moving traffic areas.
- Ability to work nights, weekends and on call required.
- Ability to actively support City diversity, equity, and cultural competency efforts within stated job responsibilities and work effectively across diverse cultures and constituencies.
- Demonstrated commitment to diversity, equity and inclusion as evidenced by ongoing trainings and professional development.
- Regular attendance is necessary and is essential to meeting the expectations of the job functions.
- Ability to understand and comply with City standards, safety rules and personnel policies.

**To Apply: Submit cover letter, resume and a City of Burlington Application to:** Human Resources Department, 200 Church Street, Suite 102, Burlington, Vermont 05401. To obtain an application or for more information about the City of Burlington, please see our website: [www.burlingtonvt.gov/HR](http://www.burlingtonvt.gov/HR) . The City of Burlington will not tolerate unlawful harassment or discrimination on the basis of political or religious affiliation, race, color, national origin, place of birth, ancestry, age, sex, sexual orientation, gender identity, marital status, veteran status, disability, HIV positive status or genetic information. The City is also committed to providing proper access to services, facilities, and employment opportunities. For accessibility information or alternative formats, please contact Human Resources Department at 865-7145.

WOMEN, MINORITIES AND PERSONS WITH DISABILITIES ARE HIGHLY ENCOURAGED TO APPLY. EOE.