

CITY OF BELLEFONTAINE NEIGHBORS
9641 Bellefontaine Road
Bellefontaine Neighbors, Missouri 63137

JOB DESCRIPTION

POSITION TITLE: Foreman

DEPARTMENT: Public Works

SUPERVISOR: Public Works Director

Job Summary

Supervises and performs skilled work associated with Public Works, vehicles and equipment maintenance.

Job Scope

Operates as Superintendent in his/her absence. Directly supervises employees assigned to work crews. Some budgetary responsibility.

Principal Duties and Responsibilities

Assists in development and dissemination of work assignments.

Secures necessary tools, supplies and materials as needed.

Acts as job site foreman. Assists with construction and maintenance of public property, right-of-ways, utilities and park facility and grounds.

Insures that maintenance and repair work meet acceptable standards. Observes and enforces work safety precautions and gives on-the-job training to employees.

Operates virtually all automotive and other motorized equipment.

Prepares reports as required.

Performs related work as required.

Skills, Knowledge and Abilities Required

Thorough knowledge of tools, materials, methods and procedures used in public works construction and maintenance. Specialization in the operation of all equipment and machinery. Knowledge of modern supervisory methods and techniques. Ability to plan, organize and effectively supervise the work of others. Ability to instruct employees in the proper and safe use of heavy machinery, tools, material and equipment. Ability to follow oral and written instructions and to communicate effectively in oral and written form. Ability to maintain records and prepare basic reports.

Education, Certification and Experience Required

Graduation from a general technical high school with supplemental specialized courses. Extensive experience in operation of heavy equipment and general repair and maintenance work; or any equivalent combination of training and experience.