



CITY OF AUSTIN
JOB DESCRIPTION FOR
PUBLIC WORKS FOREMAN

Job Title: Public Works Crew Leader

Revision Date: 9/18/2024

Department: Public Works

Reports To: Public Works Director

Safety Sensitive Position: Yes

Supervisory Responsibilities: Yes

This job description should not be interpreted as all-inclusive. It is intended to identify the essential functions and minimum qualifications of this job. The incumbent(s) may be required to perform job-related responsibilities and tasks other than those stated in this job description. Nothing in this job description restricts management's right to assign or reassign job-related responsibilities and tasks to this job at any time. Certain functions are understood to be essential; these include, but are not limited to, attendance, getting along with others, working a full shift, and dealing with and working under stress. Any essential function of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans With Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.

1. **Job Summary:** Under the direct supervision of the Public Works Director, the Public Works Foreman supervises utility workers on assigned tasks and during various projects. Operates, maintains, and performs preventative maintenance on streets and drainage, water distribution system, wastewater collection system, wastewater treatment plant and related equipment; performs duties related to the quality of public health, including water, wastewater, street operations.
2. **Essential Duties and Responsibilities:**
 - a. Organize and manage a crew of utility workers on projects assigned by Public Works Director.
 - b. Participate in the on-call duty program on a rotational basis.
 - c. Inspect, operate, test, and maintain a variety of wastewater/water/street equipment, including pumps, air compressors, pipe systems, water storage tanks, chemicals and equipment associated with wastewater and water storage.
 - d. Collect wastewater & water samples as required.
 - e. Maintain and ensure the adequate supply of the water & wastewater system.
 - f. Read and interpret drawings; diagrams and blueprints; record and log a variety of readings.

- g. Use a variety of power and hand tools, performs a variety of related carpentry, pipefitting, valve repair, and cement work.
- h. Utilize computer software programs for work and time management.
- i. Complete repairs and maintenance on street and drainage ways and equipment.
- j. Trains new hire utility workers on required skills and procedures. Completes weekly new hire progress reports.
- k. Completes Arkansas One Call Dig Tickets.
- l. Reports any issues or maintenance needed on equipment to Public Works Director.
- m. Revises utility infrastructure maps when needed.
- n. Keep track of parts inventory used and coordinate replacements with Public Works Director.
- o. Takes lead of operations when Public Works Director is not available.

3. Minimum Qualifications:

- a. A citizen of the United States.
- b. Possess a high school diploma or equivalent (GED)
- c. A valid Arkansas driver's license with a clean driving record for the past three years.
- d. Possess a valid Class 2 Wastewater Operator License or Class 2 Water Operator License with ability to achieve other license within 2 years.
- e. Knowledge of hand & power tools.
- f. Operate heavy equipment proficiently.
- g. At least 4 years of experience working in water or wastewater field.
- h. Able to pass pre-employment and random drug testing.
- i. Clean background check.

4. Additional Knowledge, Skills, or Abilities Needed:

- a. Leadership, Management, and multi-tasking skills.
- b. Ability to obtain knowledge of wastewater/water distribution procedures, equipment, material, and tools used in the operation and maintenance of motors, pumps, compressors, and other equipment.
- c. Ability to speak effectively with citizens, business professionals, or employees of the City.
- d. Ability to use tact, diplomacy, and courtesy in dealing with the public and fellow employees.
- e. Ability to keep track of details.
- f. Ability to safely operate heavy equipment and machinery.

5. Additional Demands:

- a. Ability to work in harsh outdoor conditions including but not limited to extreme temperatures, harsh sunlight, extreme wet or dry conditions, etc.
- b. Physically able to sit, stand, walk, stoop, kneel, crouch, and crawl, as needed.

- c. Physically able to use hands and fingers to feel objects, tools, or controls.
- d. Physically able to lift and carry moderately heavy objects up to 100 pounds.
- e. Ability to work near moving mechanical parts, occasionally in precarious places and be exposed to potential electrical shock.
- f. Physically able to wear appropriate personal protective equipment (PPE) to include footwear, helmet, and other.
- g. Physically able to work long hours to include overtime, as assigned.
- h. Ability to work irregular hours to include weekends, holidays, evenings and/or varying shifts.

Physical Requirements: The physical activities marked below are representative of those that will be required on a regular basis to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Requirements	Yes	No
Work involves lifting, pushing, pulling, loading, or carrying up to 15 pounds	X	
Work involves lifting, pushing, pulling, loading, or carrying up to 75 pounds	X	
Work involves earth moving equipment or commercial motor vehicles	X	
Work involves the operation of motorized equipment	X	
Work involves bending, twisting, or reaching out in different positions	X	
Work involves climbing up or atop structures	X	
Work involves being outside or exposed to extreme high or low temperatures over a long period of time	X	
Work involves running or jumping	X	
Work involves distance vision (20 feet or more)	X	
Work involves being able to detect colors	X	
Work involves able to distinctly hear or detect sounds and understand conversation through voice	X	
Work involves typing on a computer for an extended period of time	X	
Work involves staring at a computer screen for an extended period of time		X
Work involves long period of sitting or standing without break		X

Employee Name (Print/Sign/Date)

Supervisor Name (Print/Sign/Date)

Human Resources (Print/Sign/Date)

