



BATH
MAINE *City of Ships*

Employee Job Description

Job Title	Foreperson, Public Works
Department	Public Works
Grade Level	9
FLSA Status	Exempt
Union Status	Non-Union
Employment Status	Full Time Permanent
Last Updated	February 21, 2025

GENERAL PURPOSE:

Performs a variety of administrative, technical, and supervisory tasks in the direction of the Streets, Sewer, Landfill and Mechanic Divisions of the Public Works Department.

SUPERVISION RECEIVED:

Works under the general supervision of the Public Works Director and Deputy Director.

SUPERVISION EXERCISED:

Supervises all staff in Streets, Sewer, Landfill and Mechanic Divisions.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Plans, schedules and implements construction, maintenance, and operation and construction activities designed to provide quality sewer, street and drainage services for the city.
- Trains subordinate employees performing the duties of maintenance, construction and repair of sewer, street and storm drainage facilities. Assists in recruitment, discipline and evaluation of department staff.
- Maintains a variety of records relating to inspections, maintenance activity, repairs, projects, and work performed by the street, sewer, landfill and mechanic crews.
- Receives complaints, prepares work orders, and assures timely response to complaints.
- Schedules, supervises and inspects the work of Mechanics. Develops and maintains a preventative maintenance program for equipment and vehicles.
- Oversees routine and unscheduled cleaning, maintenance, and repair of sewer lines, storm drains, catch basins, and manholes.
- Supervises and assists in snow removal activities including scheduling of extra personnel as necessary.
- Assists the Director and Deputy Director in the preparation and management of the department's operating and capital budget. Identifies a yearly agenda of recommended projects.
- Assists in the development, implementation, and enforcement of safety policies and practices to ensure a safe work environment.

- Responds to after-hours emergencies and other events as necessary.
- Performs other related duties as required.

DESIRED MINIMUM QUALIFICATIONS:

Education and Experience:

- Graduation from high school education or GED equivalent;
- Four (4) years of experience relating to public infrastructure maintenance, operation and maintenance of heavy equipment, or construction;
- Supervisory experience, continued education, and/or certifications in related fields, preferred;
- Any equivalent combination of education and experience.

Necessary Knowledge, Skills, and Abilities:

- Considerable knowledge of Public Works operations. Including equipment, facilities, materials, methods and procedures used in maintenance, construction and repair activities. Knowledge of street and sewer systems
- Knowledge of applicable laws, standards and regulations relating to public infrastructure and public safety
- Working knowledge of occupational hazards and safety precautions
- Skill in the use and maintenance of relevant vehicles, equipment, and tools
- Skill in computer use including Microsoft Office, GIS, and other office-based software programs.
- Ability to read/interpret construction plans and maps. Ability to produce or obtain reports, graphs, charts, photographs of evidence and/or exhibits
- Ability to analyze complex situations, problems and data, and use sound judgment in drawing conclusions and making decisions
- Ability to communicate effectively orally and in writing. Ability to follow verbal and written instructions
- Ability to supervise staff successfully, establish and maintain working relationships with colleagues, elected officials, residents, contractors, and the public. Ability to handle stressful situations and effectively deal with difficult or angry people
- Ability to manage multiple projects simultaneously, prioritize a variety of tasks; and adapt to constantly changing goals and timelines
- Must have a valid State Class A or B Driver's license.

PHYSICAL REQUIREMENTS

This job requires both indoor work on an office computer, and outdoor work visiting project sites. Project sites may be indoor or outdoor and may occur in a variety of weather, temperatures, and environments. Some responsibilities require sustained sitting, standing, or physical exertion. While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee is frequently required to hear, smell, walk, sit, talk and listen. The employee is occasionally required to climb and balance; stoop, kneel, crouch, crawl, and climb ladders. The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change. The City of Bath is an equal employment opportunity employer.