



JOB POSTING # 20-016

FOREMAN SANITATION DIVISION PUBLIC WORKS DEPARTMENT

HOURLY RATE: \$ 16.50 - \$ 18.03
Open Until Filled

Job Summary/Scope

Responsible for overseeing work crews, delegating assignments and enforcing safety protocols. Performs other duties as required for the daily operation of the division/department.

Organizational Relationships

1. Reports to: Department Supervisor
2. Directs: Field Operations including for Sanitation and Landfill

Essential Duties and Responsibilities

1. Oversees the completion of work assignments by crew members and assists with field decisions regarding job procedures, work standards and equipment use
2. Enforces safe working conditions with all job assignments and is responsible for instructing staff on proper equipment use and work methods
3. Responsible for assisting in administration of City and departmental rules, regulations and safety programs
4. Plans work assignments and assigns work
5. Prepares, implements and maintains preventative maintenance schedules for maintenance and repair of tools, equipment and grounds if applicable
6. Reports field work conditions and all disciplinary problems to division/department supervisor
7. Operates all applicable equipment for job assignment
8. May be required to work extended hours and weekends

Other Duties and Responsibilities:

Performs all other related duties as assigned

Required Knowledge, Skill and Abilities

- Knowledge of mechanical operation of light to heavy equipment as applicable
- Knowledge of proper care and safe operation of equipment.
- Skill in effective planning and organization
- Ability to operate trucks and light to heavy motorized equipment (as applicable to assignment)
- Ability to keep written records.
- Ability to manage personnel
- Ability to communication orally and in writing
- Ability to establish and maintain effective working relationships with internal and external customers

Minimum Qualifications

Three (3) years' experience in related field of job assignment; Three (3) years general supervisory experience

Acceptable Equivalency: Any combination of experience, education and skills necessary for the performance of duties

Employee Behavior and Conduct

City employees shall conduct themselves in a professional manner and shall exhibit and extend such professional conduct appropriate for the circumstances to those with whom they come into contact both internally and externally during the performance of their duties. Examples of professional conduct include, but are not limited to, being communicative, informative, fair, honest and respectful.

All City employees are required in the course and scope of their employment to provide services for the benefit of the general public during emergency situations that threaten the safety of Kingsville's citizens. City employees must be able to work immediately before, during, and/or immediately after an emergency.

Positions may require the following as applicable to assignment: 1) High School diploma or equivalent, 2) Valid driver's license 3) satisfactory driving record and all positions require proof of eligibility to legally work in the U.S. The successful candidate is required to pass a pre-employment drug screen and background investigation.

Applications may be picked up at City of Kingsville-Human Resources, 400 W. King, Kingsville, Texas 78363. Visit www.cityofkingsville.com to download application and for additional information call 361-595-8017 or e-mail hradmin@cityofkingsville.com EOE.