

## WORKING FOREMAN

DISTINGUISHING FEATURES OF THE CLASS: This is routine supervisory work involving responsibility for laying out and participating in the work of a number of maintenance men, commercial drivers, and/or laborers in the performance of a variety of public work tasks. An employee in this class follows well established routines and procedures, but may make decisions as to order of tasks and the details of the methods to be used. Supervision is received from the Superintendent of Public Works with leeway for independent action. A Working Foreman does related work as required.

### TYPICAL WORK ACTIVITIES:

- Supervises and participates in the construction and maintenance of gravel, macadam, asphalt, or concrete roads;
- Supervises and participates in evacuation, drainage, and embankment projects;
- Supervises and participates in the cleaning of ditches, culverts, and basins;
- Supervises and participates in the laying and repairing of storm and sanitary sewer lines;
- Leads in the inspection and cleaning of storm and sanitary sewer lines;
- Supervises the cutting of brush, trimming of trees, and setting of guide posts;
- Supervises and participates in the digging of footings, installation of foundations, and building of retaining walls;
- Supervises and participates in bridge scraping, priming, and painting;
- Performs and supervises a variety of general public works activities as assigned – as snow plowing, sidewalk repairs, road repairing, park maintenance, and curb replacement;
- Supervises and participates in the disposal of garbage, refuse, and other disposables;
- May keep simple records regarding time worked, projects completed, and other assignments.

REQUIRED KNOWLEDGES, SKILLS, AND ABILITIES: Good knowledge of the practices, tools, terminology, and equipment used in general public works activities; working knowledge of the safety precautions in construction work; good knowledge of the geography of the area; ability to lay out and lead the work of others; ability to understand and follow oral and written instructions; dependability; good judgement; willingness to work under difficult weather conditions and respond to emergencies; physical endurance; physical condition sufficient to perform the essential functions of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma **and** two years of experience in public works activities involving the performance of semi-skilled or skilled work.

*SPECIAL REQUIREMENT FOR ACCEPTANCE OF APPLICATION:* In agencies where required, possession and maintenance of appropriate class motor vehicle license.

CATTARAUGUS COUNTY CIVIL SERVICE

Adopted: 8/16/71  
Revised: 8/5/2015