



## City of Ishpeming - Position Description (General Foreman)

PD#: PW-ISH-0001

Replaces PD#: \_\_\_\_\_

Organization Title: City of Ishpeming General Foreman

Position Location: City of Ishpeming

State of Michigan

County of Marquette

### POSITION CLASSIFICATION

#### POSITION:

The General Foreman is a Supervisory-union position, hired and employed under the general supervision and direction of the City Manager. The General Foreman plans, coordinates, develops, and directs a complete program of Public Works services to ensure the continuous, safe and efficient operations of Utility Services, Roads, Parks, Recreation and Cemetery services while helping to ensure conformance with ordinances in the City of Ishpeming. The General Foreman establishes and administers departmental policies, procedures, and regulations pertaining to Public Works activities, department personnel, and overall departmental administration.

#### CITATION:

Supervisory Certification: I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

**SUPERVISOR POSITION:** City Manager

**REVIEWED DATE:**

**CLASSIFICATION REVIEW:** This position has been classified/graded as required by the City of Ishpeming Supervisory Employees, Chapter of Local #1282, Affiliated with Michigan Council #25, AFSCME, AFL-CIO.

Position Information	Conditions of Employment	Position Assignment
FLSA - EXEMPT	Drug Test Required – Yes	Full - Time
Primary Work Role – Public Works	Financial Management Certification – NO	Full Potential
Additional Work Role 1 – Council Meeting	Essential Designated – YES	Probationary 180 Days
Additional Work Role 2 – Committees / Boards	Required Access to Firearms – NO	
Interdisciplinary – Yes Engineer; Planner; Public Works	Personal Reliability Screening - NO	
Security Access – No	Vaccination – YES Influenza	
FLSA Appeal – NO	Financial Disclosure – YES	
Supervisory Status – YES	Lautenberg – NO	

**SUPERVISORY CONTROLS:** Works under the direction of the City Manager who provides oral and written instructions and relies on the incumbent to direct the accomplishment of assigned work operations within the limits of established policies and basic operation schedules. Completed work is evaluated for overall effective and economical use of personnel, equipment, materials, and methods to meet operational goals and quality standards.

This position is supervisory and directs through other subordinate assistant foreman, the planning, organizing, staffing, and management of all Public Works functions of four dissimilar or unrelated trade specialties ((1) Fleet Maintenance, (2) Street / Grounds Maintenance, (3) Water, Sewer and Stormwater, (4) Parks, Recreation and Cemetery).

This position serves the senior supervisor to public works employees across all Public Works functions, facilities and activities. Several major projects are regularly on-going throughout the city, involving very large/high-cost engineering equipment and other resources that require intensive planning and supervision by this position.

**MAJOR DUTIES:** Serves as Supervisor planning, coordinating and directing a variety of related work operations or functions through four assistant foremen, including 7 days per week, 24 hours a day. The position is primarily regular time with unscheduled after-hours work based on emergency service calls through a phone service (Range) or Police and/or Fire department requests for assistance or scheduled over-time. The term 24/7 refers to these after hour requests that could occur at any date/time and are

unanticipated. This supervisor may be called upon to respond to the request for service or assign the appropriate DPW resource. After hours response may be handled through a on-call roster.

The occupational knowledge that best reflects the nature of the overall work operations include Mechanic / Equipment Maintenance (Repair and Preventive Maintenance), Heating and Air Conditioning, Carpenters, Plumbers, Engineering Equipment Operators, Pipefitters, Welders, Water, Sewer and Stormwater Operators, Parks, Recreation and Cemetery.

Incumbent is responsible for the planning, programming, coordinating, supervising, monitoring and executing of the buildings, grounds, equipment, and programs of the Department. These functions consist of the maintenance, repair and improvements to buildings, structures, roads, paved and unpaved areas, grounds, storm and drinking water systems, sewer systems, full cemetery operations, building preventive maintenance, the development of Parks and Recreation Programs (incl maintenance and execution). The total work force supervised is approximately fifteen to twenty (15 – 20) full-time and approximately six to ten (6 – 10) Part-time or Seasonal employees.

**1. PLANNING.** Performs staff planning, coordination, and supervision of engineering-support activities of buildings, grounds and utilities and establishes objectives, standards and goals for the successful accomplishment of the programs. Plans and schedules work assignments on a short, near and long-range basis (i.e. 3-6 months, 6-12 months and 3-5 years) for accomplishment by the units supervised within schedules and priorities established by higher level management. Specialize in: analyzing work schedules; determining manpower, tooling, material requirements, and methods to be used; planning work assignments considering trades or other occupations involved; and coordinating the availability of manpower and equipment, deadlines, and other work projects for which responsible. Provides information and advice to City management staff and the City Manager to accomplish work assignments as scheduled, budget estimates, changes in production techniques and standards, rearrangement of fleet, or other changes in facilities. Establishes and evaluates the annual and long-range requirements (up to five years). Based on funds available or funds needed for long-range planning, recommends adjustments to plans. Provides supporting documentation for recommended changes to plans in view of existing and projected capabilities and needs.

Works through contracted Engineering Firms to develop, plan, and execute near-term and-long term services. Overseas Engineering services for compliance with contracted work efforts ensuring accountability and compliance. Works to find, apply and manage Grant applications relevant to the Department and its programs / Services. 15%

**2. WORK DIRECTION.** Establishes a good working climate to encourage employees to participate in achieving management goals, and to promote efficient and economical work operations. Organizes, coordinates, and directs the work activities and personnel of the units supervised. Assigns and explains work requirements to assistant foremen, sets deadlines and sequence of operations, directs rearrangement of space and development of specialized tools and equipment as necessary. Maintains balanced workloads for subordinate work groups or units, shifting work among subordinate units for most effective operations. Reviews and analyzes production, cost, and personnel utilization records to evaluate progress of work and to control or reduce costs; studies continuing problems; and takes or recommends necessary corrective actions. Reviews implementation of directives and policies and the status of maintenance and repair of facilities and utility systems. Based on review of plans, preventive maintenance records, and personal inspection of the activities, conducts conferences/meetings with the assistant foremen personnel to discuss plans, budgets, priorities, etc. Prepares operating instructions, standard operating procedures / protocols, and work schedules; develops quality and quantity standards; spot-checks work operations; develops safety plans; and reviews completed work and inspection reports to assure that quality standards are met. Coordinates work operations as needed with the supervisors of other organizations and functions. 55%

**3. ADMINISTRATION.** Performs the full scope of delegated personnel management responsibilities. Supervises a workforce of approximately 17- 30 personnel through four subordinate assistant foremen. Work consists of engineering; materials supply management of multiple trades and crafts to include fleet maintenance/repair; heating, ventilation and air conditioning maintenance and repair; central facility maintenance; interior and exterior contracted electrical installation, distribution, maintenance, and repair; traffic signs maintenance and repair; carpentry; plumbing maintenance and repair; pipefitting; metal fabrication and repairs; small engine and heavy engineering equipment operations; city-wide grounds and roads maintenance and repair; locksmith coring and keying controls measures; utility markings for digging permits; and preventive maintenance for building and utility systems. Recommends promotion or reassignment, as permitted by union contract, of subordinate supervisors, makes formal appraisals of their work performance, and determines training needs for all levels of subordinate supervisors and workers. Promotes and administers a variety of management programs for the units supervised, such as safety, cost reduction, incentive awards, beneficial suggestions, and quality assurance within policies and procedures established by higher authority. Assures that subordinate supervisors effectively carry out policies to achieve management objectives in such areas as labor-management relations and equal employment opportunity. Schedules leave of subordinates, and reviews personnel actions initiated by subordinate supervisors. Acts on personnel problems referred by subordinate supervisors. Assures that appropriate production reports and administrative records are maintained. Periodically reviews job descriptions of subordinates for currency and accuracy and recommends necessary changes; reports detailing of employees to jobs other than their own. Initiates or participates in review and improvement of work methods, organizational features, and

the structuring of positions to achieve optimum performance. 30%

4. **PROGRAM CONTROLS.** Must be familiar with and be able to provide oversight and direction in several key program areas.

- a. Knowledge of Drinking Water, Sewer and Stormwater Systems, preferred experience includes work in four or more categories for at least one year AND at least two years of operating experience of which one year is in a S-2 system or higher.
- b. Knowledge of Roadway Management / Street Administrator. Preferred experience includes Pavement, Surface, Evaluation and Rating (PASER) Training. Incumbents will be required to complete PASER within 12 months of position acceptance. Assignment includes role as City Street Administrator
- c. Knowledge of Vehicle and Operator's Licensing. Ensuring employees obtain and maintain critical operator's licenses for equipment requires knowledge of the State guidelines and testing.
- d. Knowledge of Act 51 Distribution and Reporting System (ADARS). Incumbent will be required to complete ADARS Training.
- e. Knowledge of Public Act 325. Incumbent will be required to attend an Asset Management Workshop.
- f. Knowledge of Cemetery Sexton requirements. Incumbent will become familiar with the City's sexton's duties which can be more administration-based, including office work, staff management, groundskeeping, sales, and more. If it has to do with the cemetery, it's the sexton's business.
- g. Knowledge of developing Parks and Recreation programs, tracking spending and revenue to recommend changes (additions, subtractions, fees, schedules).
- h. Knowledge and Experience in preparing and enforcing policies to establish a culture of health and safety.

#### **CONDITIONS OF EMPLOYMENT.**

1. This position is Essential. In the event of an emergency, or other unforeseen event(s), you may be recalled or requested to continue to perform your essential duties for the duration of the event(s).
2. Must be able to obtain and maintain a S1 Water System Operator's License. (add timeline)
3. Must have a minimum two years' experience working in an S2 water distribution system.

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4. Must be able to obtain / maintain a Commercial Driver's License and successfully remain drug free / compliant with the CDL mandated Drug and Alcohol testing.
5. The incumbent may be required to work extended hours both scheduled and unscheduled.
6. You are required to pass urinalysis testing as required prior to appointment and periodically thereafter.

### **MINIMUM QUALIFICATION REQUIREMENTS.**

A minimum of four years in a supervisory position related to Public Works, Engineering, Water Systems, or as a Parks and Recreation Director.

Five or more years of progressively more responsible experience in a related field.

Valid State of Michigan Vehicle Operator's License / Driver's License with a CDL (Standard Transmission) endorsement.

Thorough knowledge of the principles, practices, and techniques of municipal public works.

Considerable knowledge of State and Federal guidance, local ordinances, and the limitations on municipal workers to effectively advise subordinates to meet public work requirements.

Skill in the use of Department vehicles and equipment, including maintenance equipment, specialized parks equipment and public utility distribution systems.

Skill in compiling and evaluating complex data and formulating policy and service recommendations.

Skill in the use of standard office equipment, including computers and related software.

Ability to exercise a high degree of diplomacy in contentious or confrontational situations.

Ability to maintain accurate records and prepare comprehensive reports.

Ability to maintain discipline, lead and command employees effectively under challenging conditions, and work effectively under stress and within deadlines and changing work priorities.

Ability to exercise good judgment, initiative, resourcefulness, and maintain effective working relationships with the public, other municipal professionals, the media and City

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officials, administrators, and employees.

Ability to work shifts of varying lengths and different times of the day, including weekends and holidays, as necessary.

Ability to travel to other locations for training and / or mutual aid support (as required).

**FLSA COMMENTS/EXPLANATIONS:**

DUTIES OF THE POSITION MEET THE EXECUTIVE EXEMPTION CRITERIA SET FORTH IN 5 CFR 551.

**EXECUTIVE EXEMPTION:**

- a. Exercises appropriate management responsibility (primary duty) over a recognized organizational unit with a continuing function, AND
- b. Customarily and regularly directs 2 or more employees, AND
- c. Has the authority to make or recommend hiring, firing, or other status-change decisions, when such recommendations have weight.