



**Position:** Public Works Foreman  
**Department:** Public Works (Forestry)

**Unit:** Non-Union  
**FLSA Status:** Non-Exempt

### **Summary Description**

The Public Works Foreman, in addition to working alongside their crews, will provide general direction, technical support, and scheduling for the daily field operation of assigned public works activities to ensure the City's infrastructure is maintained in a safe, effective, and productive manner. This position conducts and oversees fieldwork regarding the maintenance, inspection, testing, and repair of the City's infrastructure, and coordinates with vendors, suppliers, manufacturers, and contractors to perform the fieldwork as needed. The position works closely with the Assistant Director of Public Works (ADPW) and Director of Public Works (DPW) to coordinate and execute the work assigned to the Foreman.

The Public Works Department is comprised of four Divisions (Streets, Parks & Open Space Maintenance, Street Lighting, and Forestry) with a Parks Maintenance Supervisor, Street Light Maintenance Electrician, and three Foremen. Two of the Foremen are assigned to Streets, and one to Forestry.

### **Supervision/Accountability**

This position reports directly to the ADPW, but is also accountable to, and expected to maintain open communication with, the DPW.

### **Major Duties/Essential Functions**

The Public Works Foreman's essential responsibilities include, but are not limited to:

- Assisting Public Works management staff with planning, coordinating, and supervising the fieldwork for the Foreman's assigned public works activities including, but not limited to: snow plowing, tree planting and removal, street sweeping, mowing, ditching and storm sewer maintenance, recycle yard operations, street improvements, and all other ROW maintenance;
- As a working Foreman, providing leadership in the field and the development of staff performing the work;
- Operating the equipment required to perform the assigned public works tasks and ensuring assigned staff have the skills to operate the equipment required to perform the work;
- Assisting with the development of work schedules, verifying field performance, monitoring work tasks, and correcting actions when needed;
- Assisting with investigating and responding to community service requests, resident complaints, and monitoring the work tasks regarding same to successful resolution;
- Ensuring operations are updated to meet current regulations, procedures, and technologies with a particular focus on ensuring field operations are conducted in a safe manner to the maximum extent practicable;
- Assisting with the preparation of contract specifications for service contracts and for the procurement of materials and specialty equipment;
- Responding to off-hour emergencies 24 hours a day/seven days a week and work overtime including snow removal;

- Note: Assignments for Foremen are subject to rotation and may vary based on organizational need and technical expertise of candidates and/or incumbents.

### **Specific Duties and Responsibilities- Forestry Foreman**

Specific duties and responsibilities include, but are not limited to:

- Tree pruning, tree removals, natural areas maintenance, and general landscape related maintenance on all City owned-properties and rights-of-way;
- Coordinating parkway tree planting and trimming including the Emerald Ash Borer replacement program;
- Overseeing the maintenance of the municipal complex grounds, landscape beds, parkway turf, and irrigation systems;
- Responding in a professional, timely and proactive manner to resident and business concerns regarding land and forestry requests;
- Managing the tree inventory, GIS programs, as well as the holiday tree donation program;
- Completing the annual update for Tree City USA and applying for any DNR Forestry grants deemed beneficial to the City.

### **Minor Duties and Responsibilities**

Minor duties and responsibilities include, but are not limited to:

- Performing public education regarding proper tree planting and maintenance best practices;
- Assisting with maintenance, emergency repair, and replacement of asphalt and concrete roads using hand tools and power equipment;
- Demonstrating the ability to operate equipment needed on a given project or task which may include hand tools, pneumatic tools, trucks, trailers, loaders, excavators, and other equipment that may be used by the Department;
- Assisting with the planning and allocation of public works resources for City special events and community gatherings;
- Assisting other City Departments as needed and perform other duties as assigned by the ADPW and DPW.

### **Knowledge**

Must have knowledge of arboriculture principles, practices, and methods. General knowledge of road construction and public works maintenance and repair activities required. Working knowledge in GIS and ability to collect and process GPS data is desirable.

### **Skill/Ability**

The ability to: accept responsibility; make decisions in the field; prioritize work; demonstrate strong interpersonal communication skills both verbal and written, with a diverse range of people; establish and maintain cooperative and effective relationships with employees, citizens other community agencies, service organizations, and school district; effectively use time and resources to accomplish activities; supervise and manage work; allocate and plan the use of equipment and personnel to accomplish assigned tasks; speak and understand the English language fluently; work independently; research and obtain pertinent information through various resources; use personal computer equipment to process, access, retrieve, or input information using the Internet, Windows, word processing and spreadsheet software or other software; use city computer network.

### **Education/Experience**

Graduate of High School or GED. Minimum of five (5) years' experience in tree and plant management preferably including relevant field supervisory experience. Associate Degree or

vocational training in urban forestry, environmental science/sustainability, public administration, construction management, or related education and certifications, desirable.

**Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. A high degree of hand-eye coordination is necessary to operate tools and machinery. While performing the duties of this job, the employee is regularly required to: bend, stand; walk; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms; sit; climb or balance; stoop, kneel, crouch, or crawl; talk and/or hear; occasionally lift and/or move up to 100 pounds and to climb ladders. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**License/Certifications**

Possession of a valid Wisconsin driver license is required. Required to have Class B Commercial Driver License (CDL) with tanker and air brake endorsements, or to obtain license within six months from date year of employment. Certified Arborist License is highly preferred.

*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.*

Approved By:



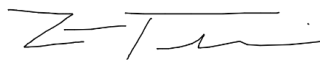
City Administrator

Reviewed By:



HR Manager

Reviewed By:



Director of Public Works

**Revision History:**  
February 21, 2022