

South Jordan City

Job Description

Title: Project Foreman
Org: 100500
Pay Grade: 18

Effective Date: 10/1/2021
FLSA: Non-Exempt
Workers Comp: Municipal

GENERAL PURPOSE

Provide planning and oversight for department safety and education practices and special department projects. Point of contact for onboarding and training program, which includes new employee orientation, plan and execute employee equipment and training certifications plans, and providing an overview of department expectations. .

SUPERVISOR

Associate Director of Public Works

POSITION(S) SUPERVISED

None

ESSENTIAL JOB FUNCTIONS

Meet performance standards established with the employee's supervisor.

Job attendance is required, except for authorized leave.

Develop, coordinate, and implement of the Public works safety and risk management programs under broad supervision. Provide ongoing employee education about good safety practices on the safe work practices

Provide project management and oversight for internal maintenance and construction projects, including; project coordination, materials ordering, crew planning, calendaring and project safety planning. Manage coordination of projects with other city departments and outside agencies as needed.

Prepare contracts or negotiate revisions to contractual agreements with architects, consultants, clients, suppliers, or subcontractors.

Assist with risk and hazard identification and evaluation, training and loss control activities.

Serve as liaison between public works and engineering departments on projects, to provide consistency and clear communications on an ongoing basis.

Serve as department point of contact to coordinate all on boarding for new employees.

Develop, implement and maintain an employee-training program that focuses on equipment operator competency, safety work methods and employee performance.

Administer various training and certifications for department maintenance workers, including but not limited to; forklift operations, backhoe operations, confined space, welding, etc. Develop and implement equipment training plans for new and existing employees. Instruct and train employees in the proper operation and maintenance of a variety of equipment and in proper safety procedures to reduce/eliminate accidents and injury. Responsible for training new maintenance workers in equipment operation.

Manage training software, public works safety training and certification tracking program.

Assist administering the Public works Safety and Training Programs. Perform field visits for safety inspections and educating crews on safe work methods. Work with supervisor to develop and implement strategies and plans to reduce preventable injuries and equipment damage. Assist with department safety training.

Manage and oversee the safety team for the department, administer monthly meetings and site visits.

Train and onboard all new maintenance workers for their first 12-months on the job, to include: equipment and safety training, employee performance and accountability, career development, work-life balance and other engagement opportunities that will help retain new hires.

Prepare annual safety budget and assists division managers in budget preparation for individual division safety needs.

Must remain available for phone contact and respond to work site within one (1) hour of notification and be in compliance with the City's Drug & Alcohol policies.

Subject to uncompensated stand-by by rotation for a given event, such as a pending snow storm event or response to a natural disaster. Must remain in compliance with the City's Drug & Alcohol policies.

Employee shall live no more than 30 miles from the South Jordan City border and have the ability to travel from their place of residence to the South Jordan City Public works building in no more than 45 minutes time.

This position has been determined to be not eligible for remote work because all or a majority of the essential job duties must be performed onsite.

Perform other duties as assigned.

MINIMUM QUALIFICATIONS

1. Experience:

A. Graduation from High School or G.E.D.;

AND

B. Eight (8) years of experience in a field directly related to Public works operations or the construction industry.

2. Special Qualifications:

Valid Utah Class A Commercial Driver License

CPR & First Aid Certifications, or obtain certification within six months of hire.

Advanced safety certificate from Utah Safety Council within one year of hire.

APWA Certified Public works Professional – Management (CPWP-M) within one year of hire.

Project Management Training & Certification within 18 months of hire.

3. Knowledge, Skills, and Abilities:

Knowledge of OSHA regulations, environmental compliance issues, and other compliance issues.

Intermediate computer operations and software use such as spreadsheets and word processing skills.

Ability to operate a personal computer and Microsoft products.

Ability to work effectively with the other employees, local agencies, and the public.

Ability to plan, coordinate and implement the policies and safety procedures for all Public works Divisions.

Ability to operate a personal computer with Microsoft products.

Ability to organize and manage multiple projects.

Ability to communicate effectively with supervisor, subordinates, outside agencies and shareholders both verbally and in writing.

Ability to demonstrate safety leadership by promoting and facilitating the safety of co-workers and the public.

Ability to perform all job tasks in compliance with Public works safety policies and procedures.

Ability to operate heavy equipment under various weather conditions and perform physical labor task.

4. Working Conditions:

Tasks require variety of physical activities, generally involving muscular strain, such as walking, standing, stooping, sitting, reaching, lifting (40-60 lbs.), etc. Talking, hearing and seeing essential to the performance of the job. Daily exposure to weather extremes and seasonal conditions. Common eye, hand, finger dexterity exist. Mental application utilizes memory for details, verbal instructions, critical thinking. Frequent local travel required in normal course of job performance.

The above statements are intended to describe the general nature and level of work being performed by person(s) assigned to this job. They are not intended to and do not infer or create any employment, compensation, or contract rights to any person(s). This job description reflects management's assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned. This updated job description supersedes all prior descriptions for the same position.

Human Resources Use Only

Job Class:	Municipal Non-Exempt	EEO-4 Class:	Official/Adm
Location:	Public Works Admin	EEOP Class:	Official/Adm
Group/BU:	General Pay Plan	Tech-Net Match:	10% less>2090