

Town of Ignacio  
Job Description

**FOREMAN**

Supervisor: Director of Public Works  
Department: Public Works  
Revised: 10/19/2020

FLSA Status: Non Exempt  
Position Status: Full Time

**POSITION SUMMARY:** Provides supervision, direction and oversight of projects and staff and performs a variety of skilled and unskilled work and operates a variety of equipment in the construction, operation, repair, maintenance, and replacement of town water, wastewater, gas, irrigation and storm drainage utilities and street, parks, and facilities.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Provides supervision, direction and oversight of projects, department staff and others working for the Town as directed by the Public Works Director.
- Inspects, reads, and/or repairs meters, streets, drainage systems, water system, gas system, and automatic lawn sprinkling system at frequent intervals to insure that all aspects of the system are functioning properly.
- Maintains a variety of records relating to inspections, maintenance activity, water supply, gas supply consumption, and waste water system.
- Determines the locations of underground utilities such as water, gas, fiber optics, power, television, drainage systems, sewer lines, etc. from the appropriate sources prior to excavation for the Town or anyone wanting to excavate utilizing the One Call locate system.
- Responds to complaints regarding utility problems and takes necessary or corrective action to restore utility to operable condition.
- Operates equipment of various types needed to maintain streets and utilities.
- Performs routine inspection, preventive maintenance and repair on equipment and coordinates necessary repairs; cleans equipment and tools.
- Performs all duties in conformance to appropriate safety and security standards.
- Performs and/or coordinates required labor involved in the construction and maintenance projects, including pavement cutting, ditch digging, manhole and line cleaning, main and pipe repair, laying and backfilling.
- Cuts, fits, lays, repairs, installs, taps, cleans and flushes water mains, pipe, valves, fittings, and fire hydrants.
- Upgrades map changes in the natural gas, water and waste water systems.
- Performs other job related duties as required or requested.

**QUALIFICATIONS:**

- High school diploma or equivalent required.
- Have basic computer and technology skills.
- Must have basic knowledge of equipment, facilities, materials, methods and procedures used in maintenance construction and repair activities.
- Must be able to do light metal welding and cutting as needed.
- Must possess or be able to obtain certifications for gas and water distribution systems, and waste water collection system.
- Must be able to recognize dangers and use safety equipment.
- Must have first aid and CPR certification.
- Must be skilled in operations of tools and equipment to maintain listed duties.
- Must maintain a telephone for emergency notification purposes.
- Must be able to work or be on call for holidays and weekends as assigned.
- Must pass pre-employment drug test.
- Must possess valid State of Colorado class “B” CDL (commercial driver’s license) and be insurable under the Town vehicle insurance policy.

**LANGUAGE SKILLS:** Must have the ability to communicate clearly and accurately, orally and in written format. The requirements of language skills will vary depending on department needs.

**MATHEMATICAL SKILLS:** Must have the ability to add, subtract, multiply, and divide in all units of measure.

**REASONING ABILITY:** Must have the ability to establish and maintain effective working relationships with town officials, town staff, co-workers, and the public.

Must have the ability to maintain strict confidentiality at all times, including the ability to recognize situations in which confidentiality is required.

**PHYSICAL REQUIREMENTS:**

- Regularly required to use hands, eyes, etc. to handle tools, to operate equipment, and communicate with staff and public.
- Required to sit, climb and balance, stoop, kneel, crouch or crawl, walk and stand.
- Must be able to lift a minimum of 50 pounds.
- Vision abilities include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- Adequate hearing is required to hear/talk with all individuals and to use communication devices and telephones on a consistent basis.
- Must have a normal sense of smell.

**WORK ENVIRONMENT:**

- Frequently works near moving mechanical parts and is frequently exposed to wet and/or humid conditions and vibration.
- Occasionally works in high, precarious places and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals and risk of electrical shock.
- Work will involve working outdoors and driving Town vehicles, large trucks, snowplows and heavy equipment in all weather conditions.
- Noise level in the work environment is moderate to loud.
- Position will involve working in confined spaces such as vaults and manholes.
- Work will involve communication with the public, vendors, and town employees on a daily basis, including telephone as well as face-to-face interaction.
- Position will require working on call and irregular hours to include shift work, holidays, and weekends.

**STATEMENT OF UNDERSTANDING**

I have read and understand the above position descriptions. I assert that I am able to perform the essential job functions, meet the physical requirements of this position, and satisfy the expectation for regular attendance.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Town Manager Approval

\_\_\_\_\_  
Date