

Clayton County

Title: Public Works Foreman
Class Code: TD183



Purpose of Classification

Serves as a working supervisor for assigned crew performing manual labor, maintenance, and construction work for the purpose of maintaining and repairing county roads, curbs, shoulders, and sidewalks within Clayton County rights-of-way. Assigns work to crew members; supervises site operations; ensures work is performed in a safe and efficient manner and results in quality work products; and responds to limited questions and complaints from citizens, County personnel, and other interested parties regarding project scope, status, and completion.

Essential Functions

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Plans, coordinates, and supervises daily operations and work of assigned work crew engaged in Transportation and Development maintenance and construction projects.

Conducts work site surveys; reviews project priority lists; supervises daily crew operations, assigns work to crew members, resolves work place issues, participates in the performance evaluation process for assigned personnel, recommends disciplinary, and other personnel actions as appropriate; calculates material quantities, obtains and issues necessary materials, equipment, and supplies, transports resources (crews, equipment, and materials) to sites. Oversees work in progress, and ensures work adheres to quality and safety practices. Assist with the coordination of work with outside contractors.

Reads and interprets blueprints, technical manuals, schematics, specifications, construction drawings, and surveys.

Determines type and application of equipment to use in various construction, maintenance, and repair operations; guides equipment operators/truck drivers to facilitate alignment, movement, and adjustment of machinery, equipment, and materials. Provide guidance to crew workers and less experienced equipment operators.

Prepares a variety of reports on assigned projects, to include reports documenting work activities, materials used and project status. Contribute information to Division's daily activity planning reports as well as various reports documenting work performed.

Serves as quality control manager on assigned projects; inspects work; checks dimensions and ensures adherence to project specifications/standards. Maintains and interprets standards and specifications.



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Flags and directs traffic and places markers, signs, and cones around project work site to ensure safety of crew and the traveling public.

Assist with the upkeep and cleanliness of the Transportation and Development facility including shop area, storage areas, and material yards.

Additional Functions

Drives and operates heavy track or rubber-tired construction equipment which requires a high degree of skill and dexterity and performing tasks to exacting tolerances and specifications. Examples of equipment operated by this classification include: bulldozers, front-end loaders, track hoes, backhoes, lowboys, milling machines, paving machines, and tractor/trailers. Work is performed for the purpose of maintaining and repairing roads, curbs, and sidewalks within County rights-of-way or easements. Grades slopes; lays pipes; builds roads, shoulders, parking lots, etc.; clears and logs trees; distributes asphalt; sets and compacts bases; performs skilled trenching, etc.

Operates smaller vehicles and equipment as needed to include dump trucks, chippers, chain saws, jack hammers, hand and power tools. Cuts trees, brush, and rights-of-way; cuts and mows grass; picks up litter and debris from streets and rights-of-way; cleans ditches and drains.

Coordinates project tasks with other Transportation & Development Divisions.

Perform a variety of public relations and communication duties such as notifying the public of scheduled projects; ensuring public awareness through the placement of safety signs around projects; responding to questions and complaints from the public and other interested parties; and coordinating the removal of obstacles such as parked cars, etc.

Performs preventive maintenance and minor operator repairs on tools, equipment, hand tools, and vehicles; maintains supply of necessary replacement parts to insure maximum equipment life and function.

Participate in the Department's Emergency Response/Call-Back Program as required.

Participate as needed in repair efforts related to inclement weather conditions, natural disasters, and other emergency situations.

Supervise inmates working on assigned crews.

Performs other related duties as required.



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Minimum Qualifications

High school diploma or GED; completion of a certificate program at a Technical college in a related field; supplemented by four (4) years of experience performing maintenance and construction work three (3) of which include supervisory duties); **OR** High school diploma or GED; supplemented by eight (8) years of experience performing maintenance and construction work four (4) of which include supervisory duties; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain a valid Georgia Commercial driver's license (CDL) with appropriate endorsement(s). Must hold certification as a Flagman. May be required to be certified by the Criminal Justice Department to supervise inmates. Certification as a Flagman, a Work Zone Traffic Control Supervisor, and an Erosion Control Inspector is preferred.

ADA Compliance

Physical Ability: Tasks require the regular and, at times, sustained performance of moderately physically demanding work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and that may involve the lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (20-50 pounds).

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, odor, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, machinery, vibrations, or traffic hazards.

