



## **Village of Twin Lakes Job Description**

**Job Title:** Maintenance Foreman  
**Department:** Public Works  
**Reports To:** Village Administrator  
**FLSA Status:** Non-Exempt

### **SUMMARY**

The Maintenance Foreman performs skilled and supervisory work in the operation of the Public Works Department. This position is responsible to the Village Board and is directly supervised by the Village Administrator. The position is classified as non-exempt for the purpose of the Fair Labor Standards Act, as having occupational exposure to blood borne pathogens, and as Safety Sensitive; the employee is subject to pre-employment, reasonable suspicion, post-accident, random, promotion and transfer, return to duty, and follow-up drug and alcohol testing.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** includes but not limited to the following:

- Operate a variety of equipment including excavator, truck, backhoe, tractor, loader, roller, snowplow equipment/vehicles, and a variety of power and hand tools.
- Monitor equipment condition, perform minor repairs and recommend equipment replacement.
- Respond to emergencies including street hazard removal, snow and ice hazards, etc.
- Perform various tasks relating to cemetery, parks, recreation, streets, lakes and building maintenance.

### **SUPERVISORY RESPONSIBILITIES**

The duties and responsibilities of the Maintenance Foreman include directing the effective and efficient performance of Public Works department staff and coordinating and expediting all Village services, functions and programs. This position directly supervises three full-time Maintenance Laborers and additional seasonal laborers when available.

As a supervisor, this position is tasked with:

- Promoting safe working conditions through strict adherence to all established safety rules and practices. Enforcing State and Federal codes regarding safety; instructing employees in the proper use of equipment and proper construction methods.
- Determining work procedures, preparing work schedules, and expediting work flow to effectively manage projects while coordinating crew members effectively.

- Planning equipment and supplies requirements and establishing sequence of operations.
- Recording materials and supplies use and ordering materials as needed.
- Handling public complaints and inquiries, communicating findings with the public, and assigning any duties relating to such complaint or inquiry.
- Assigning duties and examining work for exactness, neatness and conformance to policies and procedures.
- Instructing and assisting work crews in the proper operation of equipment and proper maintenance and construction procedures.
- Training and supervising department staff.
- Promoting a work environment which encourages effective interaction between departments, citizens, and employees.
- Verifying the accuracy of time sheets turned in by Public Works employees and invoices to be paid.
- Maintaining a positive public image and demonstrate a professional level of interaction with Village residents, vendors and others both in and out of the organization.
- Maintaining, enforcing and updating Village subdivision, storm water and public works ordinances and standards.
- Reviewing redevelopment, construction and/or maintenance plans/projects concerning public works, sanitary and storm sewers and compliance of those plans/projects if approved.
- Manage crews during regular work hours as well as managing call-ins for emergency work as needed.
- Investigating insurance claims concerning public works issues.
- Maintaining regular contact with consulting engineers, construction project engineers, Village, County, State and Federal agencies, professional and technical groups and the general public regarding public work activities and services.
- Performing other duties as assigned by the Village Administrator.

### **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

### **KNOWLEDGE, SKILLS, ABILITIES**

- Working knowledge and experience with the operation and maintenance of large machinery including, but not limited to, dump truck, street sweeper, snow plow, back hoe, end loader and tractor.
- Knowledge of occupational and safety hazards and precautions necessary in the work place.
- Thoroughness, resourcefulness, and good judgment.
- Ability to follow verbal and written instructions.
- Ability to provide truthful and accurate written and verbal communications.

**EDUCATION and/or EXPERIENCE**

- High school diploma or GED.
- Seven years of recent increasingly responsible experience in equipment operation and general maintenance work.
- Valid Wisconsin Driver's License required.
- Must possess or obtain a valid Commercial Driver's License within six months of beginning position and must be maintained during tenure.

**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 position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand, walk, sit, stoop, kneel, crouch and crawl; climb, balance, bend, twist and reach; smell, feel, hear, and talk; push, pull, grasp, carry, use hands to finger, handle, feel, or operate objects, tools, controls, and machinery; reach with hands and arms. The employee must occasionally lift and/or move up to 100 pounds.

Specific vision abilities required for this job include close vision, distance vision, color vision, depth perception, and the ability to adjust focus.

**WORK ENVIRONMENT**

While performing the duties of this job, the employee regularly works near moving mechanical parts or in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, fumes, toxic or caustic chemicals. The noise level in the work environment is moderate to loud. Exposure to various shop gases and fumes; exposure to various shop acids and cleaners; exposure to load shop related noises. Must be able to withstand exposure to inclement weather and loud noises.

**SELECTION GUIDELINES**

Formal application, rating of education and experience; oral interview, background check; job related tests may be required.

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.

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. The Village of Twin Lakes retains and reserves any and all rights to change, modify, amend, add to or delete from any section of this position description.

The Village of Twin Lakes is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Village will provide reasonable accommodations to qualified individuals with disabilities.