

**THE CITY OF PORTALES, NEW MEXICO**

**POSITION POSTING #2015-032**

**POSITION: STREET FOREMAN**  
**DEPARTMENT: STREET**  
**STATUS: NON-EXEMP**  
**REPORTS TO: PUBLIC WORKS DIRECTOR**  
**SHIFT: FT REGULAR– 40 HOURS PER WEEK**  
**SALARY: MINIMUM \$18.200 HOURLY, \$37,856.00 ANNUALLY**

**GENERAL DESCRIPTION:**

Under general direction from the Public Works Director, Street Foreman is responsible for the overall supervision of the construction, maintenance and laying out of streets, alleys, storm drains and ditches. Supervision includes operators of light, medium and heavy equipment and other related personnel. Prepares and submits cost estimates for supplies, equipment and related projects. Prepares, submits and controls departmental budgets, routine and special reports.

**TASKS AND RESPONSIBILITIES:**

Although the following are typical of the tasks and responsibilities routinely performed, additional tasks and /or responsibilities requiring comparable or lesser skills, knowledge, or dexterity may be assigned.

**General Responsibilities**

1. Overall supervision of the construction, maintenance, sweeping and repair of all city streets, alleys storm drains and ditches.
2. Planning, organizing, directing and scheduling of street construction and repair.
3. Prepares and submits budgets, routine and special reports, cost estimates providing item by item breakdown.
4. Routine maintenance and repair of department equipment.

**Specific Responsibilities**

1. Plans and organizes operations of the department.
2. Supervises day to day operations.
3. Coordinates operations to maximize efficiency of personnel and equipment.
4. Plans for long range infrastructure improvements and public works projects.
5. Meets with the Public Works Committee as needed, receives direction and provides input to decision making process.
6. Regularly monitors expenditures of department, approves purchase orders, and controls expenditures within authorized budget.
7. Works with other departments for overall improvement of the City.

**KNOWLEDGE, EXPERIENCE, AND SKILLS:**

1. Five to seven years experience in construction including extensive knowledge of the materials, methods, practices, procedures and equipment used in the construction and maintenance of streets, alleys, drains and ditches.
2. One to two years of prior administrative and supervisory experience desired.
3. High School graduate or equivalent required.
4. Current New Mexico CDL required.
5. Ability to work with public.

**WORK SCHEDULE:**

The regular work week is 40 hours – Monday through Friday 7:00 a.m. to 3:00 p. m. May frequently be required to attend night meetings, and subject to call out in emergency situations, nights and weekends.

**DEADLINE TO SUBMIT APPLICATION TO HUMAN RESOURCES is by 5:00p.m. Monday, December 21, 2015.**

The City of Portales is an Equal Opportunity Employer. Passing drug testing is a condition of employment.

I have received the job description and I am capable of performing the essential functions for the position.

Applicant Signature\_\_\_\_\_Date\_\_\_\_\_