

**PUBLIC WORKS ASSISTANT FOREMAN
CITY OF CHELAN, WASHINGTON**

City of Chelan's Public Works Department is accepting applications for the position of Assistant Public Works Foreman. Please submit a complete application package to the Public Works Director by mail at PO Box 1669, Chelan, WA 98816 or electronically to jyoungren@cityofchelan.us. Application materials are located on the City's website: www.cityofchelan.us. First review of applications will be February 2ND, 2022. Position is Open Until Filled. Incomplete applications will not be accepted. Current job description is attached.

CITY OF CHELAN JOB DESCRIPTION

TITLE: ASSISTANT PUBLIC WORKS FOREMAN

DEPARTMENT: Public Works

REPORTS TO: Utility Crew Foreman/Street Foreman/Operations Manager

SUPERVISES: Utility Crew Positions

ADOPTED/REVISED DATE: 1/26/2022

SALARY GRADE: Union

POSITION PURPOSE/SUMMARY

This position performs a number of support services for the Public Works Department. This position directly assists both the Public Works Utility Crew Foreman and Street Foreman with their job duties and covers their roles and responsibilities during an absence. Determination of whether this position assists the Utility Crew Foreman or Street Foreman on a daily basis will be influenced by need and determined by the Operations Manager.

EXAMPLES OF DUTIES AND RESPONSIBILITIES

- Promotes positive public relations
- Operates light and heavy equipment
- Maintains street, water, sewer and sanitation systems as assigned
- Assists Public Works Utility Crew Foreman and Street Foreman as instructed
- Performs Public Works Utility Crew Foreman duties when that person is absent
- Performs Public Works Street Foreman duties when that person is absent
- Performs meter reader duties when that person is absent
- Performs other related duties as needed.

WORKING CONDITIONS

Work is normally performed in an outside environment subject to weather conditions and exposure to a variety of vehicles and equipment and confined spaces.

KNOWLEDGE, ABILITIES, SKILLS FOR SUCCESS

- Knowledge of means, methods, and materials to perform this position.
- Knowledge of use and maintenance of light and heavy equipment; trenching, shoring and other safety measures.
- Ability to perform strenuous labor activities.
- Ability to establish and maintain effective working relationships with co-workers, other agencies and the public.
- Knowledge of effective leadership skills.

QUALIFICATIONS REQUIRED

Graduation from an accredited high school or General Education Development

Valid Washington State Drivers License with driving record free from serious or frequent violation.

Certification and Licenses required within one year of hire:

First Aid/CPR

Washington State Water Distribution Specialist - Grade I certification.

Flagging, traffic control, shoring certification.

Asbestos/Cement Pipe Work Certificate

Commercial Driver's License

The statements contained herein reflect general details, as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as needed, including work in other functional areas to cover absences or relief, to equalize peak work periods, or to otherwise balance the workload.