



CITY OF OMAHA CLASS SPECIFICATION

CLASSIFICATION TITLE: CITY MAINTENANCE FOREMAN II

BARGAINING UNIT: CIV MANAGEMENT CODE NUMBER: 2110

PAY RANGE CODE: 12.2 MC REVISION DATE: 3/29/18

NATURE OF WORK:

This is skilled and supervisory work as a foreman in charge of overall effective operation of a City facility, assigned area, or program. Work involves responsibility for supervising subordinate personnel engaged in general duties in the designated area or program. Independence is exercised in the completion of various projects which are subject to review by a designated supervisor.

ESSENTIAL FUNCTIONS: *(Any one position may not perform all the duties listed, nor do the listed examples include all the duties that may be performed in positions allocated to this class.)*

Maintains accurate work schedules, personnel records, progress reports, time and attendance, and other records.

Plans, schedules, prioritizes, assigns, and supervises the work of subordinates. Counsels and evaluates subordinates regarding appropriate work methods, safety precautions, and divisional policies; recommends disciplinary actions against employees in violation of policies and procedures and dispenses approved discipline according to the pertinent union contract.

Coordinates work projects with other maintenance districts or divisions.

Investigates and responds to complaints and requests for service from members of the public.

Oversees snow removal operations.

Enters data into computer files concerning work orders and the general operations of the assigned area or program and compiles reports from that data.

Maintains regular job attendance in accordance with a schedule established for the position by the supervisor.

Performs other related duties as assigned or as the situation dictates within the scope of this classification.

The following essential functions are specific to the designated division:

Street Maintenance:

Plans, schedules, and supervises the work of crews engaged in conducting street maintenance and repair work.

Conducts inspections of street repair and maintenance work sites.

Inspects work performed by utility companies and private contractors to ensure compliance with City specifications.

Sewer Maintenance:

Plans, schedules and supervises maintenance operations, including cleaning, repairing and inspecting sewers and manholes.

Compiles records of field studies, sewer back-ups, smoke testing, and closed circuit television (CCTV) inspections.

Manages special projects such as emergency back-ups, pipe repairs, overloads, and contract administration.

Traffic Maintenance:

Plans, schedules, and supervises the installation of pavement markings, sign fabrication, and sign installation. Reviews, verifies, and closes work orders after completion of work.

Reviews and implements provided plans for pavement marking and traffic sign replacement.

Coordinates acquisition of supplies and equipment.

Compiles traffic sign and pavement marking materials and labor costs to prepare and coordinate billings for outside requests and projects.

Parks and Forestry Division:

Plans, schedules, and supervises the operations of maintaining park facilities, equipment, playing fields, grounds, and right-of-ways, and the planting, maintaining, and removing of trees and shrubs.

Identifies trees and shrubs on City property which are in need of special care and maintenance; surveys City streets for dead and hazardous trees and branches.

Supervises the use, maintenance, and minor repair of equipment, supplies, and vehicles.

Plant Maintenance:

Directs the operation of the parts departments at the wastewater treatment plants.

Communicates with supervisors regarding emergency parts orders and shipping delays.

Oversees repair and preventative maintenance on vehicles.

Administers petty cash fund.

Conducts annual parts inventories.

Facilities Management:

Monitors and inspects the work of subordinates engaged in providing maintenance and repair services to City-owned facilities.

Estimates the costs of remodeling and renovation projects.

Determines methods and materials necessary for each job; orders all construction materials and tools.

Building Maintenance-Handyman Program

Plans, schedules, and supervises the work of crews performing building maintenance and repair work.

Coordinates acquisition of supplies and equipment.

Compiles records for grants being administered.

Supervises the use, maintenance, and minor repair of equipment, supplies, and vehicles.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of and ability to operate a computer or other technology using standard or customized computer or systems software applications appropriate to the assigned tasks.

Knowledge of the standard methods, materials, tools, and practices used in performing the duties of the assigned area.

Knowledge of the occupational hazards present in the assigned area and the precautions necessary to prevent them.

Knowledge of the geography of the City.

Knowledge of traffic laws and regulations governing equipment operations.

Ability to learn and adapt to advances in computer and electronics device technology and software.

Ability to plan, organize, and supervise subordinates engaged in their assigned duties.

Ability to communicate with other employees and the general public to direct work operations and to respond to citizen complaints.

Ability to understand sketches and area maps.

Ability to read and write the English language.

Ability to understand oral and written instructions.

Ability to establish and maintain effective working relationships with fellow employees and members of the general public.

Ability to adhere to safety policies, procedures, and guidelines.

EDUCATION AND EXPERIENCE: *(The knowledge, skills, and abilities above may be acquired through, but are not limited to, the following combination of education and/or experience.)*

Four (4) years of progressively responsible experience in the assigned area, two (2) years of which must have been in a supervisory capacity equivalent to that of the City Maintenance Foreman I classification.

SPECIAL QUALIFICATIONS

If assigned to the Park Maintenance Forestry Division, an incumbent must obtain and retain a City of Omaha Arborist License and be an Arborist certified by the Nebraska Association of Arborists or the International Society of Arboriculture at the time of application.

Must be able to transport oneself or coordinate transportation to various work sites.

WORKING CONDITIONS: *(The conditions herein are representative of those that must be met by the employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.)*

Depending on the assigned division, work may be performed outdoors in varying temperatures and weather conditions or inside buildings with no windows and amid normal conditions of humidity, fumes, odors, chemicals, and dust. Work may involve exposure to motor vehicle and chemical fumes, as well as pollen, weeds, and other airborne allergens. Work may be performed near or with vibrating machinery, moving mechanical parts, manholes, and underground cables. Noise levels may require shouting in order to be heard. Work requires a considerable amount of driving. Conditions may also necessitate working in and around high traffic areas and in wet and muddy areas.

EQUIPMENT OPERATION: *(Any one position may not use all of the tools and equipment listed nor do the listed examples comprise all of the tools and equipment that may be used in positions allocated to this classification.)*

Computer
Pick-Up Truck/Automobile
Hand and Electrical Tools

Telephone
Printer

Facsimile Machine
Copier

Previous Revision Date(s): 11/19/92
10/25/12
5/29/97

**CITY MAINTENANCE FOREMAN II-COMPOST
PHYSICAL REQUIREMENTS**

Physical Requirements	EXAMPLES OF RELATED JOB DUTIES	Rarely 1-5%	Occasionally 6-33%	Frequently 34-66%	Continuously 67-100%
Standing	Doing site visits, inspecting employee performance, and conversing at jobsite.	X			
Walking	Inspecting fields for regulation compliance and inspecting the compost site.		X		
Sitting	Driving from jobsite to jobsite, computer work, office work and meetings.				X
Lifting	Raising and lowering objects up to 45 lb.		X		
Carrying	Transporting an object up to 45 lb a distance of up to 10 feet.		X		
Climbing	Using stairs in various buildings, climbing compost's extension ladder which has 12 rungs at 13" apart and climbing in and out of truck which has cab height of 20".	X			
Balance	Climbing ladder, walking on uneven terrain.	X			
Crouching	Gathering files at lower shelf, picking up various office items off of the floor, putting hitch on truck and taking samples.	X			
Reaching	Getting files off upper shelf.	X			
Hand Usage	Typing, taking samples, hooking up hitch, writing, driving.			X	

**CITY MAINTENANCE FOREMAN II-FORESTRY
PHYSICAL REQUIREMENTS**

Physical Requirements	EXAMPLES OF RELATED JOB DUTIES	Rarely 1-5%	Occasionally 6-33%	Frequently 34-66%	Continuously 67-100%
Standing	Inspecting work orders, instructing employees on which trees are to be removed.		X		
Walking	Assessing tree damage, responding to citizen complaints, and tagging ash trees.		X		
Sitting	Driving and doing office work.		X		
Lifting	Raising and lowering objects up to 50 lb.		X		
Carrying	Transporting an object up to 40 lb a distance of up to 25 feet.		X		
Pulling	Pulling an object up to 50 lb a distance of up to 5 feet.	X			
Climbing	Getting in/out various vehicles and up/down various ladders to access tree canopy.		X		
Balance	Walking on uneven, wet terrain and climbing ladders.	X			
Stooping	Inspecting tree trunk, checking on watering tanks, unhooking chippers.		X		
Kneeling	Changing tires, hooking up tree spades, setting up chippers and installing watering tanks.	X			
Crouching	Inspecting trees, picking up supplies, using chainsaw for lower limbs.		X		
Reaching	Gathering leaves from canopy, using pole saw and pinner. Requires sustained overhead reaching while using chainsaw/pole saw for higher branches in the tree canopy.		X		
Hand Usage	Typing, using smart phone, driving, running equipment such as chainsaw, pole saw and tagging trees for removal.			X	

**CITY MAINTENANCE FOREMAN II-PARKS GROUNDS MAINTENANCE
PHYSICAL REQUIREMENTS**

Physical Requirements	EXAMPLES OF RELATED JOB DUTIES	Rarely 1-5%	Occasionally 6-33%	Frequently 34-66%	Continuously 67-100%
Standing	Performed while monitoring crew, talking to park visitors and watering flowers.		X		
Walking	Inspecting playgrounds, looking for issues only accessible by foot, checking on flower beds.			X	
Sitting	Working on the computer, attending meetings and driving from jobsite to jobsite.		X		
Lifting	Raising and lowering objects up to 75 lb.		X		
Carrying	Transporting an object up to 50 lb a distance of up to 10 feet.		X		
Climbing	Getting on and off park equipment, climbing in/out of truck.		X		
Balance	Walking on uneven or wet terrain.	X			
Stooping	Assisting employee in changing a tire, assembling equipment, planting flowers, weeding.	X			
Kneeling	Assisting employee in changing a tire, assembling equipment, planting flowers, weeding.	X			
Crouching	Assisting employee in changing a tire, assisting with a task, shop work, transplanting plants.	X			
Reaching	Assisting employee with a task, watering or training employees in equipment use.	X			
Hand Usage	Responding to work orders, taking notes, using smart phone, planting flowers and weeding.			X	

**CITY MAINTENANCE FOREMAN II-TRAFFIC ENGINEERING
PHYSICAL REQUIREMENTS**

Physical Requirements	EXAMPLES OF RELATED JOB DUTIES	Rarely 1-5%	Occasionally 6-33%	Frequently 34-66%	Continuously 67-100%
Standing	Studying overlay of intersection, onsite inspections and instructing employees of their daily schedule.		X		
Walking	Assisting in asphalt overlays, picking up signs/installing signs and assisting in jobsite tasks.		X		
Sitting	Doing paperwork, computer work, driving from jobsite to jobsite and managing work orders.		X		
Lifting	Raising and lowering objects up to 95 lb.		X		
Carrying	Transporting an object up to 95 lb a distance of up to 20 feet.		X		
Pushing/Pulling	Pushing/Pulling objects up to 50 lb a distance of 50 feet.		X		
Climbing	Getting in and out of pickup.		X		
Balance	Working in wet weather conditions and over hot asphalt.	X			
Stooping	Starting various machines such as grinder and laying tape markings.	X			
Kneeling	Applying tape markings on pavement, pulling out and setting sign anchors.	X			
Crouching	Installing taping on asphalt and installing signage.	X			
Reaching	Gathering tools, tape and other materials in tape signage room.		X		
Hand Usage	Cutting tape words, peeling off backing of tape signals, computer work, replacing grinder head, driving.			X	
Crawling	Installing tape words on pavement.	X			

**CITY MAINTENANCE FOREMAN II-BUILDING MAINTENANCE HANDYMAN PROGRAM
PHYSICAL REQUIREMENTS**

Physical Requirements	EXAMPLES OF RELATED JOB DUTIES	Rarely 1-5%	Occasionally 6-33%	Frequently 34-66%	Continuously 67-100%
Standing	Making drywall repairs, painting walls, getting needed items in the shop, fixing windows, installing doors.		X		
Walking	Gathering tools, walking around elder's house to location being fixed, getting items in the shop, and getting material from hardware store.		X		
Sitting	Driving from project to project, answering phones, writing work orders, monthly mileage, and preparing deposits.		X		
Lifting	Mud buckets up to 50 lbs.		X		
Carrying	Mud buckets up to 50 lbs.		X		
Climbing	Getting in and out of various vehicles, up and down ladders and stairs.		X		
Balance	Maintaining equilibrium to prevent falling while working on uneven terrain.	X			
Crouching	Working below waist level or picking up equipment off the ground.	X			
Reaching	Installing storm doors, making ceiling repairs, painting, installing light bulbs, accessing tools at the top shelf in the shop.			X	
Hand Usage	Painting, installing materials, handling power tools, removing backing from self-sticking floor tiles, and caulking.				X (CONSTANT)
Crawling	Crawling occurs while caulking flooring and installing tiles.	X			