



CITY OF OMAHA CLASS SPECIFICATION

CLASSIFICATION TITLE: CITY MAINTENANCE FOREMAN I

BARGAINING UNIT: CIV MANAGEMENT CODE NUMBER: 2100

PAY RANGE CODE: 9.2 MC REVISION DATE: 10/26/17

NATURE OF WORK:

This is a foreman position on an assigned crew performing maintenance and/or construction duties with a municipal facility or assigned area. Work involves supervising and participating in those duties which are performed by an assigned crew. Employees in this classification exercise some independence in the performance of duties; however, any major changes in work procedures and policies are discussed with and approved 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.)*

Trains, schedules, prioritizes, assigns, directs, and evaluates the work of assigned crew members.

Determines the methods, materials, and tools needed to complete projects and orders the materials and equipment accordingly.

Operates various types of automotive and related equipment when assisting subordinate employees in the performance of assigned duties.

Prepares concise and complete reports of work completed.

Maintains accurate records of work orders, time sheets, complaints, and damage claims.

Directs automotive and equipment repair and maintenance schedules.

Organizes snow removal schedules and assigns tasks.

Communicates with utilities officials, contractors, employees from other City departments, and members of the public regarding applicable regulations and policies.

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:

Inspects and may participate in the work of an assigned crew engaged in street repair and maintenance activities in an assigned district; responds to citizen complaints.

Sewer Maintenance:

Inspects and participates in the work of an assigned crew responsible for cleaning, repairing, and inspecting sewers and manholes; installing and reading flow monitors; and performing test and grit studies.

Inventories large sewer lines, conducts closed circuit inspections of sewer lines and performs smoke and dye tests.

Park Maintenance:

Depending upon the assigned 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.

Plans, schedules, and supervises the operations of heavy equipment projects.

Inspects project sites to determine the type and extent of repairs or maintenance work needed.

Compiles a list of materials required and estimates cost of both labor and materials.

Remains abreast of material and labor cost for projects by trade people such as carpenters, plumbers, electricians, and painters.

Supervises and participates in carpentry, drywall, wheel chair ramps, repairs of windows, doors, and minor plumbing and electrical work.

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

Golf Maintenance:

Supervises and participates in the propagation, planting, fertilization, cultivation, watering, pruning, aeration, and spraying of golf course trees, shrubs, flowers, and other plants, and the repair of damage to golf greens, tees, collars, fairways, and roughs.

Diagnoses turf problems and applies corrective materials as needed.

Oversees and participates in changing the placement of golf course cups and tees, the maintenance of sand traps, and the performance of general maintenance on golf landscaping equipment, including oiling, cleaning, lubricating, replacing gear housing and gears, and replacing mower blades.

Maintains equipment service maintenance records.

Building Maintenance – Handyman Program:

Inspects project sites to determine the type and extent of repairs or maintenance work needed.

Compiles a list of materials required and estimates cost of both labor and materials.

Remains abreast of material and labor cost for projects by trade people such as carpenters, plumbers, electricians, and painters.

Supervises and participates in carpentry, drywall, wheel chair ramps, repairs of windows, doors, and minor plumbing.

Accepts, reviews, and approves applications to assist qualified applicants with repairs on their property.

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 operate automotive equipment and basic hand tools in the performance of assigned duties.

Ability to train, assign, direct, and participate in the work of a small group of employees.

Ability to complete accurate reports of work completed.

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.

If assigned to the Golf Maintenance Division:

Knowledge of the propagation, planting, fertilization, cultivation, pruning, and general care of the trees, shrubs, flowers, and grass on golf courses.

Knowledge of the specialized care and maintenance required of golf tees, greens, and fairways.

Knowledge of the methods, tools, materials, and practices used in golf course maintenance.

Knowledge of the use of fungicides, herbicides, insecticides, fertilizers, and other disease management techniques.

Skill in the use of tools of the golf maintenance trade.

Ability to recognize and treat golf course grounds diseases, insect, and abiotic problems.

Ability to operate automotive equipment and tools used in golf course maintenance.

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.)*

High school graduation or its equivalent

AND

Four (4) years of progressively responsible experience in the area of assignment.

SPECIAL QUALIFICATIONS

Depending on the assigned position, must possess and maintain a valid Class “B” commercial driver’s license with “N” endorsement and air brake certification at the time of application for designated areas of assignment.

Depending on the assigned position must possess a 3rd Grade Hoisting and Engineer's Certificate by the end of the probationary period.

Depending on the assigned position, must possess a current category 04 Certified Federal and State of Nebraska Pesticide Applicator's Certificate at the time of application.

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 the traffic maintenance sign shop 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. 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.)*

Single Axle Dump Truck	Tandem Axle Truck and all Attachments	Tractor
Hydrohammer	Single Axle Truck with Attachments	Street Flusher
Lowboy Tractor and Trailer	Truck Mounted Striping Equipment	Paint Striper
Snooper Truck	Front End Loader and all Attachments	Forklift
Air Compressor	Pumps	Jackhammer
Paint Guns	Air Compressor	Paint Heater
Mud Jack Machine	Snow Plow/Spreader	Boom Truck
Pneumatic Air Pump	Concrete Mixer	Back-Hoe
Single Drum Vibrating Roller	Vibrating Asphalt Plate	Bulldozer
Double Drum Vibrating Roller	Self-propelled Double Drum Roller	Sand Blaster
Hand tools	Farm type and Industrial Tractors	Jet Truck
Hydraulic Drill	Combination Jet - Vacuum Truck	Computer
Hydraulic Post Pounder	Hydraulic Post Puller	Copier
Crosswalk Machine	Traffic Sign Maker	Telephone
Facsimile Machine	Drill Seeder	Trencher
Fairway Mower	Small Front End Loader	Leaf Blower
Fertilizer Applicator	Top Dressing Machine	Wood Chipper
Greens Mower	Pickup Truck	Rough Mower
Chemical Sprayer	Hedge Trimmer	Tiller
Post Hole Digger	Farm-type Tractor and attachments	Aerator
Weed Eater	Tee and Collar Mower	Tree Spade
Frontline Mower	Electric Drill/Hammer Drill	Nail Gun
Electric Saw	Skid Loader	

Previous Revision Date(s): 11/19/92

2/27/97
5/29/97
4/24/03
7/26/12

**CITY MAINTENANCE FOREMAN I-HOUSING AND COMMUNITY DEVELOPMENT
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 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	Raising and lowering objects up to 90 lb.			X	
Carrying	Transporting an object up to 90 lb for a distance of up to 15 feet.			X	
Pushing/Pulling	Pushing/Pulling objects up to 50 lb for a distance of up to 20 feet.		X		
Climbing	Getting in/out of various vehicles, ladders and stairs. Ladders - 6' and 12' ladders are used to make repairs. Stairs - Number of stairs vary from project to project Truck Cab - A 15" step is required to access the truck cab.		X		
Balance	Working on uneven terrain.	X			
Stooping	Working on toilets, building ramps, flooring underlayment, trimming, painting and repairing drywall.		X		
Kneeling	Installing flooring, repairing tiles, placing p-traps, working on water lines.		X		
Crouching	Working below waist level or picking up equipment off of ground.	X			
Reaching	Installing storm doors, making ceiling repairs, painting, installing light bulbs. Reaching overhead at 77" to access 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
Crawling	Caulking flooring and installing tiles.	X			

**CITY MAINTENANCE FOREMAN I-PARK GOUNDS MAINTENANCE DIVISION
PHYSICAL REQUIREMENTS**

Physical Requirements	EXAMPLES OF RELATED JOB DUTIES	Rarely 1-5%	Occasionally 6-33%	Frequently 34-66%	Continuously 67-100%
Standing	Performed while onsite with the crew, overseeing maintenance and project status.		X		
Walking	Overseeing jobsite, weed eating, mowing, shoveling snow and irrigation repair.		X		
Sitting	Driving, working on computer, and operating equipment.		X		
Lifting	Raising and lowering objects up to 60 lb.			X	
Carrying	Transporting an object up to 20 lb for a distance of up to 100 feet.			X	
Pushing/Pulling	Pushing/pulling objects up to 70 lb for a distance of 50 feet.		X		
Climbing	Climbing in and out of various vehicles		X		
Balance	Placing tarp on back of truck load or walking on uneven overgrown terrain.	X			
Stooping	Hooking up implements on tractors, pulling weeds, installing irrigation heads.		X		
Kneeling	Changing irrigation heads.	X			
Crouching	Picking up various litter and shrubs and changing tires on vehicle.	X			
Reaching	Reaching at various distances and various heights in order to pick up litter, shrubs, cut shrubs, dispose of waste in truck bed.		X		
Hand Usage	Typing, answering phone calls, driving, operating lawn equipment, tarping the waste load.			X	

**CITY MAINTENANANCE FOREMAN I-POLICE SERVICES BUREAU
PHYSICAL REQUIREMENTS**

Physical Requirements	EXAMPLES OF RELATED JOB DUTIES	Rarely 1-5%	Occasionally 6-33%	Frequently 34-66%	Continuously 67-100%
Standing	Performed while assisting customers, filing impound information, hosting auctions.		X		
Walking	Checking in cars, taking customers into the lot, from office to garage and hosting auctions.		X		
Sitting	Doing paperwork, responding to emails, driving tow truck and front loader.		X		
Lifting	Raising and lowering objects up to 100 lb.		X		
Carrying	Transporting an object up to 50 lb for a distance of up to 10 feet.			X	
Pushing/Pulling	Pushing/Pulling objects up to 75 lb for a distance of 20 feet.		X		
Climbing	Climbing on and off vehicles and climbing ladders.		X		
Balance	Climbing on and off vehicles.	X			
Stooping	Retrieving files from lower drawers, picking up trash.	X			
Crouching	Airing tires, taking off license plates, setting up hitch, picking up debris.		X		
Reaching	Access files on shelves that are up to 82" high (ladder available), to enter front loader requires a 68" overhead reach to grab bar.	X			
Hand Usage	Access files on shelves that are up to 82" high (ladder available), to enter front loader requires a 68" overhead reach to grab bar.		X		

**CITY MAINTENANCE FOREMAN I-SEWER DIVISION
PHYSICAL REQUIREMENTS**

Physical Requirements	EXAMPLES OF RELATED JOB DUTIES	Rarely 1-5%	Occasionally 6-33%	Frequently 34-66%	Continuously 67-100%
Standing	Performed while watching team members in the trench, observing tear out of concrete, repairing the camera equipment.		X		
Walking	Performed while investigating/evacuating jobs, locating manholes, inspecting sewer lines and structures. Walking occurs on uneven, wet and possible slippery terrain.		X		
Sitting	Completing paperwork, making work orders, driving to jobsites and watching sewer lines on the TV.		X		
Lifting	Raising and lowering objects up to 100 lb.			X	
Carrying	Transporting an object up to 90 lb for a distance of up to 25 feet.			X	
Pushing/Pulling	Removing manholes/repositioning the manholes and removing barring grate. Manhole is manipulated using a pick that engages the manhole. The pick is then lifted and the manhole is pulled. The force will vary depending upon how impacted the manhole lid. The grate is removed by using an inlet bar and pulling the inlet bar at a downward diagonal to loosen the grate. Pushing occurs with wheelbarrows of various weights.		X		
Climbing	Getting on and off various vehicles, climbing in/out of trench and in/out of the manhole. Vertical ladder on the Jet Truck (5 rungs); Extension ladder when entering and exiting a manhole, 18" step to get into cab of truck.		X		
Balance	Working around moving traffic; walking on various terrains and in various weather conditions, climbing up/down ladders.			X	
Stooping	Inserting camera into manhole; using a pick to move the manhole, working below waist level in trenches.		X		
Kneeling	Occurs while working in manholes, inlets or sewer lines.		X		
Crouching	Occurs while working in trenches, inlets, sewer pipes and manholes.		X		
Reaching	Forward to use tools (rakes, shovels etc.) and equipment (camera). Above shoulder at 70" to unlatch tool box on truck.		X		
Hand Usage	Using various tools and equipment; operating vehicle and camera; handling concrete, asphalt.			X	

**CITY MAINTENANCE FOREMAN I-STREETS DIVISION
PHYSICAL REQUIREMENTS**

Physical Requirements	EXAMPLES OF RELATED JOB DUTIES	Rarely 1-5%	Occasionally 6-33%	Frequently 34-66%	Continuously 67-100%
Standing	Performed while flagging for crews, overseeing projects and investigating road complaints.		X		
Walking	Measuring cuts, marking cut lines, assisting crew members and walking around job site.		X		
Sitting	Reporting data on computer in office and also in truck, typing work orders, driving to locations, scheduling crew work, and responding to phone calls/emails.			X	
Lifting	Raising and lowering objects up to 100 lb.	X			
Carrying	Transporting an object up to 50 lb for a distance of up to 10 feet.			X	
Pushing/Pulling	Pushing/Pulling objects up to 200 lb for a distance of 20 feet.	X			
Climbing	Stepping into and out of truck with 22" step.		X		
Balance	Walking on uneven terrain and wet conditions.	X			
Stooping	Making markings on pavement, assisting crews in concrete/asphalt finishing.	X			
Kneeling	Pulling rods for finishing concrete.	X			
Crouching	Picking up debris off concrete, painting markings on concrete.	X			
Reaching	Gathering tools out of tool box and mopping concrete/asphalt.	X			
Hand Usage	While driving, manipulating tools, typing, shoveling, and writing work orders.			X	
Crawling	Finishing asphalt and concrete.	X			