

## CITY OF ST. LOUIS CLASSIFICATION SPECIFICATION

### CLASSIFICATION

**TITLE:** Construction Equipment Foreman I

**CLASS CODE:** 3328

### GENERAL DESCRIPTION OF DUTIES:

Incumbents in this classification operate and supervise the operation of a wide variety of equipment for the maintenance and construction of city streets, parks, and utilities.

### DISTINGUISHING CHARACTERISTICS:

This is an advanced-journey level labor classification in the Equipment Operation Series - Equipment Operation Group job family within the City of St. Louis. Incumbents in this classification perform moderately complex to complex duties with a variety of related tasks. The distinguishing characteristics of this classification within the series include operating and supervising the operation of a wide variety of equipment such as bulldozers, street sweepers, wheel loaders, backhoes, skid loaders, tub grinders, screeners, paving machines, graders, milling machines, double axle dump trucks, tank trucks, roll-off container trucks, cement mixers, flushers, cranes, snow plows, hydraulic/air vacuums, and other department equipment. This classification is different from the Construction Equipment Operator I and Construction Equipment Operator II classifications in that employees perform a combination of both supervisory and equipment operation duties, and may supervise construction and maintenance activities through subordinate personnel.

Incumbents work under general direction. They are generally in charge of an organizational unit, plan and carry out assignments with considerable independence, and have some latitude in developing procedures and methods. Supervision is given by occasional conferences.

This is a supervisory class, delegated on a regular daily basis the accountability and signature authority, for actions and decisions that directly impact the pay status and tenure of **two or more full-time equivalent** positions. The supervisory duties must include:

Providing documentation to support corrective and disciplinary actions

Signing performance plans and appraisals

Resolving informal grievances or formal grievances at the first step

Starting the hiring process, interviewing applicants and recommending hires, transfers or promotions.

The supervisor has authority to plan, organize, assign and direct the work of other agency employees engaged in construction and maintenance activities, and is accountable for the work performance of those employees.

**EXAMPLES OF WORK (Illustrative Only):**

***(The list of duties is intended to be representative of the duties performed in positions within this classification. It does not include all the duties that may be assigned to a position and is not necessarily descriptive of any one position in this class.)***

Plans, organizes, assigns and directs the work activities of subordinate staff to realize the unit's work goals and to ensure the consistent application of unit and/or technical policies, procedures and guidelines.

Confers with and counsels subordinate staff to exchange information and/or explain work policies, procedures and guidelines; and identify work-related problems, problem characteristics, and impact and formulate possible solutions.

Reviews and compares work performance and/or products of subordinate staff with established standards to determine employee production levels, training needs and to determine for recommendation to agency management appropriate personnel actions such as promotions, disciplinary actions, status changes, separations and grievance dispositions.

Trains subordinate staff in the work principles, policies and/or procedures to maintain and/or improve the production levels of employees in accordance with established work performance standards.

Operates all department vehicles and equipment.

Cuts, grades, digs and paves city streets to close tolerance; lays down asphalt.

Loads and unloads trucks, lifting and setting heavy objects.

Levels and excavates land and grades parking lots and ball parks; removes debris.

Demolishes buildings and garages with equipment.

Ensures job site safety and supervises job sites.

Estimates time and materials for jobs.

Prepares purchase orders, maintains records, and prepares reports.

Fills out requisition forms.

Performs pre-trip inspections on vehicles and equipment.

Maintains department vehicles and equipment.

May perform welding.

May transport equipment to job sites.

May perform skilled, semi-skilled and unskilled labor on projects.

May write bid specifications.

Performs other duties as assigned.

## **KNOWLEDGE, SKILLS AND ABILITIES:**

### **Data Utilization:**

Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.

### **Human Interaction:**

Requires the ability to provide first-line supervision to Construction Equipment Operators and other department personnel. Ability to persuade, convince, and train others. Ability to advise and provide interpretation regarding the application of policies, procedures and standards to specific situations.

### **Equipment, Machinery, Tools and Materials Use:**

Requires the ability to operate equipment and machinery requiring monitoring multiple conditions and making multiple, complex and rapid adjustments, such as bulldozers, street sweepers, wheel loaders, backhoes, skid loaders, tub grinders, screeners, paving machines, graders, milling machines, double axle dump trucks, tank trucks, roll off container trucks, cement mixers, flushers, cranes, snow plows, hydraulic/air vacuums, and other department equipment. Ability to operate complex equipment and perform machinery general maintenance.

### **Verbal Aptitude:**

Requires the ability to utilize a variety of reference, descriptive and advisory data and information such as blueprints, manuals, department reports, specifications, procedures, guidelines and non-routine correspondence.

### **Mathematical Aptitude:**

Requires the ability to perform addition, subtraction, multiplication, and division; calculate decimals and percentages; perform basic geometry.

### **Functional Reasoning:**

Requires the ability to apply principles of influence systems such as supervision, managing, leading, teaching, directing, planning, coordinating and controlling. Ability to exercise independent judgment to apply facts and principles for developing approaches and techniques to problem resolution.

### **Situational Reasoning:**

Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against sensory, judgmental and/or subjective criteria, as opposed to criteria that are clearly measurable or verifiable.

**Environmental Factors:**

Tasks may risk exposure to adverse environmental conditions, such as temperature extremes, toxic/poisonous agents, electrical currents, noise, and vibrations.

**Physical Requirements:**

Tasks involve the ability to exert regular and sustained heavy physical effort typically involving some combination of lifting, carrying, pushing, and pulling moderately heavy objects and materials weighing up to fifty pounds, occasionally involving objects such as heavy equipment attachments and materials up to 100 pounds.

Tasks require the ability to stoop, kneel, crouch, crawl, balance, bend, and climb in order to perform work site inspection and equipment operation duties.

**Sensory Requirements:**

Requires the ability to recognize and identify similarities or differences between characteristics of sound, odor, and materials associated with the operation of equipment and depth perception.

The City of St. Louis is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City of St. Louis will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the City.