

TOWN OF CLIFTON EMPLOYMENT OPPORTUNITIES

LEAD WORKER/FOREMAN

Hourly Pay Rate: \$18.75
Opening Date: August 14, 2019
FSLA: Non Exempt

Opportunity: Open Competitive
Closing Date: August 29, 2019

JOB ELEMENTS

- ✓ Supervises work over all employees engaged in the public works department in the absence of the Public Works Director.
- ✓ Responsible for supervising and directing maintenance in all areas to include town buildings; streets, sewers, sanitation, parks, vehicles and any other public works area.
- ✓ Responsible to proceed and complete assignments, exercising initiative and judgement as directed by the Public Works Director.
- ✓ Provides written reports upon request on all aspects of job assignments related to the public works department.
- ✓ Performs related work as required.
- ✓ Requires periodic overtime and call-outs.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- ✓ Knowledgeable of the materials, methods, equipment and techniques commonly used in street maintenance and repair activities.
- ✓ Knowledgeable of the equipment, techniques, and methods of sewer and sanitation services.
- ✓ Skilled in basic carpentry, electrical and plumbing.
- ✓ Knowledgeable in applying safety precautions necessary to minimize these hazards on the job sites.
- ✓ Ability to layout and supervise the work of employees.
- ✓ Shall be required to possess and maintain a valid Arizona Commercial Drivers License.
- ✓ Knowledgeable in personnel rules and regulations for town employees.
- ✓ Knowledgeable in Federal and State Labor Laws involving supervising employees.
- ✓ Ability to establish effective working relationships with employees and the public.

DESIRABLE EXPERIENCE AND TRAINING

- ◆ Experience in repair and maintenance in building, street, water, sewer and sanitation.
- ◆ Experience or training in basic building maintenance.
- ◆ Supervisory experience and/or training in personnel law.
- ◆ Experience or training in the implementation of work place safety