



NEW: 07/01/2019  
Submitted: 06/11/2019

JOB TITLE:	FOREMAN
DIVISION	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	II, GRADE 5
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8362
BARGAINING UNIT:	CLAP

**SCOPE OF RESPONSIBILITIES**

Supervises and coordinates activities of employees in field of assignment. Assignment may require frequent lifting, pushing and/or pulling heavy objects.

**PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA**

- Supervises and coordinates activities of employees in field of assignment
- Implements production schedules and records worker-hour requirements for completion of job assignment
- Assists with enforcement of policies and regulations especially safety regulations
- Interprets specifications, blueprints, and job orders to workers, and assigns duties
- Adjusts work procedures to meet production schedules using knowledge of capacities of machines and equipment
- Recommends measures to improve production methods, equipment performance, and quality of product, suggests changes in working conditions and use of equipment to increase efficiency of shop department or work crew, analyzes and helps resolve work problems
- Recommends personnel actions, such as promotions, transfers, discharges, and disciplinary measures
- Trains workers new to field of assignment
- Estimates, requisitions, and inspects materials
- Evaluates staff as assigned
- Performs all other duties as assigned by supervisor
- Completes all trainings and other compliance requirements as assigned and by the designated deadline

**PHYSICAL DEMANDS**

The work is performed while standing or walking. The work requires the use of hands for simple grasping, pushing and pulling of arm controls and fine manipulations. The work requires the use of feet for repetitive movements. The work at times requires bending, squatting, crawling, climbing, reaching, with the ability to lift, carry, push or pull medium weights. The work requires activities involving being around moving machinery, exposure to marked changes in temperature and humidity, driving automotive equipment, and exposure to dust, fumes, and gases.

**MINIMUM QUALIFICATIONS**

- High School Diploma or G.E.D.
- Three (3) years of successful experience in field of assignment
- Ability to supervise
- Knowledge of basic codes, standards, and operations required by field of assignment
- Valid driver's license
- Effective communication skills

DESIRABLE QUALIFICATIONS
License as appropriate to field of assignment
Leadership experiences
Experience in a diverse workplace