



DEPARTMENT OF COMMUNITY MAINTENANCE
DIVISION OF PUBLIC WORKS

DATE: April 24, 2017

POSITION: WORKING FOREMAN/CONCRETE

SALARY: \$1,665.57 BI-WEEKLY
40 HOURS PER WEEK

JOB DESCRIPTION:

The Concrete Working Foreman supervises and works alongside a crew of employees and occasionally subcontractors when needed to assist in the installation and construction of concrete and/or grading projects. The incumbent will supervise work through the planning and scheduling of work and the review and approval of tasks. The individual will practice absolute confidentiality. Good judgment and common sense is required in all duties and any other tasks as assigned. Establish and maintain positive relationship with all those working under his/her supervision. Ensure a safe work environment in compliance with all safety policies and procedures. Supervise and coordinate activities for all team members under your supervision. Ensure crew and trucks are operating efficiently at all times Confirm and coordinate with Plant, all concrete yardage and types required. Calculate number of trucks required for multiple concrete projects. Monitor trucking throughout the shift. Inspect the project daily, prior to departing, to ensure work is complete with the highest quality and all cleanup is complete.

Position requirements include but are not limited to:

- Safety and quality oriented
- Must possess a valid Driver's License
- Minimum of 5 years concrete experience
- Strong leadership skills
- Excellent verbal and written communications skills
- Organized; ability to multi-task; detail-oriented
- Team player with good interpersonal skills

This position potentially operates hydraulic equipment where a special license from the Massachusetts Department of Public Safety is required and when the operation of this equipment is not a primary duty, but may be necessary to help in employees daily tasks. Minor preventive maintenance on aforementioned equipment including some servicing on the job for certain special equipment may be required. May operate, when necessary any piece of motor driven equipment including trucks with a rated capacity of over 9 tons, light tractors, and other moderately complex automotive equipment, some of which is related to snow removal, highway/road and sidewalk construction.

INTERESTED CANDIDATES PLEASE SUBMIT A LETTER OF INTEREST, RESUME OR APPLICATION TO MADELINE COELHO, HUMAN RESOURCES DIRECTOR, ONE GOVERNMENT CENTER, FALL RIVER MA 02722. OR E-MAIL MCOELHO@FALLRIVERMA.ORG POSTING CLOSES ON MAY 3, 2017