

Posted: October 6, 2020  
Dept: R&R/CG/Building Maint  
Grade 16, Step 1  
Salary: \$73,557.00  
Respond to: Town of Yorktown  
Human Resources Department  
By October 19, 2020

## **GENERAL FOREMAN**

### **DISTINGUISHING FEATURES OF THE CLASS:**

Under the general supervision of a higher level employee, the incumbent of this class supervises the work of skilled and unskilled personnel involved in two or more public works functions, such as construction and maintenance of roads, collection and disposal of refuse, maintenance of parks, and other public works activities. Does related work as required.

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

Supervises the construction of gravel, macadam, asphalt or concrete roads, curbs and sidewalks;  
Supervises excavation, grading, drainage, and embankment projects;  
Supervises the patching and repairing of roads;  
Supervises the cleaning of ditches, culverts and basins;  
Plans and directs the cleaning, painting, and maintenance of road equipment and real property;  
Supervises maintenance of park areas and playgrounds;  
Supervises the construction, cleaning and repairing of sanitary sewers;  
Supervises planting and maintenance of trees and shrubs and landscaped areas along highway Rights-of-ways and municipal properties;  
Supervises street cleaning and snow removal;  
Supervises refuse collection activities;  
Supervises the operation of a municipal recycling program;  
Requisitions supplies and materials;  
Oversees the maintenance and repair of municipal buildings and structures;  
May use computer applications such as spreadsheets, word processing, calendar, e-mail and database software;  
Keeps records and makes reports.

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

Thorough knowledge of modern street construction and maintenance practices terminology, tools, and equipment; thorough knowledge of public works activities; ability to plan, layout and supervise the work of others; ability to keep simple activity records and prepare reports of such activities; ability to communicate effectively, both orally and in writing; ability to read, write, speak, understand and communicate in English sufficiently to perform the essential duties of the position; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; industry; initiative; resourcefulness; tact; courtesy; physical condition commensurate with the demands of the position.

**MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE:**

Either: (a) graduation from high school or possession of a high school equivalency diploma and three (3) years experience in any, or a combination of, the following: garbage/trash collection; the maintenance and repair of roads, automotive equipment, buildings and/or facilities, water and sewer pipes or plants, parks, storm water facilities or street lights, either for a public or private entity, two (2) years of which must have been in a supervisory capacity; or (b) graduation from high school or possession of a high school equivalency diploma and four (4) years of work experience as described in (a) above, which must have included overseeing the work of crews; or (c) (7) years of work experience as described in (a) above, two (2) years of which shall have been in a supervisory capacity; or (d) eight (8) years of work experience as described in (a) above, four (4) years of which must have included overseeing the work of crews.

**Send, fax or e:mail resume to Town of Yorktown, Attn: Human Resources, 363 Underhill Avenue, Yorktown Heights, NY 10598, FAX (914) 962-0326 or e:mail [mgspurning@yorktownny.org](mailto:mgspurning@yorktownny.org). Equal Opportunity Employer.**