

City of Vicksburg Job Description

Job Title: Foreman
Department: Community Service
Reports to: Community Service/EMD Coordinator
FLSA Status: Hourly (Full-time or part-time)
Prepared by: TT
Prepared Date: 3/28/2018
Approved by Antoinette Bradley, April 17, 2018

Summary

Oversees defendants assigned to Community Service by the Municipal Court Judge as they perform litter control and trash pickup on designated routes, and provide janitorial services and move equipment and furniture for city offices and similar activities.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

Supervises community service workers assigned by the Municipal Court to perform Community Service duties.

Maintain time records, reports and other documentation for defendants working community service

Make sure community service workers report to assigned jobs and complete in satisfactory manner

Make sure all equipment is returned in working order

Returns work orders to the Community Service Director

Prepares all reports and associated paperwork as required.

Prepares weekly reports

Ensures defendants ordered to perform community service are complying per the Municipal Court's order

Carries out duties and responsibilities in accord with the organizations policies, and applicable laws

Supervisory Responsibilities

None.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

High school diploma or general education degree (GED) and one to three months related experience and/or training; or equivalent combination of education and experience. Prior experience as a team lead or supervisor of a crew, as well as working with the public is preferred.

Language Skills

Must be able to communicate verbally with the general public in a clear and effective manner in the English language.

Mathematical Skills

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

Reasoning Ability

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Computer Skills

Computer skills are not required for this position, but would be helpful in completing some tasks

Certificates, Licenses, Registrations

Must have and maintain a valid Mississippi Driver's License.

Other Qualifications

No criminal background other than minor traffic violations. Overtime, alternative schedules and on-call status will be assigned, as needed.

Physical Demands

While performing the duties of this job, the employee is regularly required to sit, use hands, talk and hear. The employee is frequently required to stand and walk, reach with hands and arms, and stoop, kneel or crouch. The employee must frequently lift and/or move up to 50 lbs. Specific vision abilities required by the job include distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential work functions.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The noise level in the work environment is usually moderate. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee will regularly be exposed to wet and/or humid conditions; fumes or airborne particles; toxic or caustic chemicals and outside weather conditions. The noise level in the work environment is usually moderate