

# General Foreman of Public Works

---

**Title: General Foreman**

**Department: Public Works**

**Address: 1328 Richardson Hwy**

**Job Type: Full-Time Salary**

**Hours: M-F 8am-5pm/varied hours some nights and weekends.**

## Position Summary

We are seeking a detail-oriented Public Works Director to join our team. The ideal applicant must have a minimum of three (3) years of heavy equipment operation. The Director of Public Works is responsible for the leadership, oversight, and effective management of the City's essential infrastructure and operational services. This position ensures safe, efficient, and compliant operation of Public Works, road maintenance, and equipment utilization. The Director translates policy into action, supports the City Administrator in operational decision-making, collaborating with other city staff and the public for large projects. The applicant must be available to work some evenings and weekends as needed.

## Key Responsibilities

### 1. Foreman Responsibilities:

- Plan, direct, and supervise the daily operations of the Public Works Department.
- Manage the maintenance and safe operation of heavy equipment and fleet vehicles.
- Develop, implement, and enforce operational policies, procedures, safety standards and programs.
- Supervise, schedule, train, and evaluate staff to ensure effective performance and professional development.
- Manage vendor and contractor performance on Public Works projects.
- Monitor operational budgets; work with Administrator and Finance to recommend and execute cost-effective improvements in the best interest of the City.
- Maintain 100% compliance with state and federal requirements regarding accurate records, inspections, and reporting.
- Communicate operational updates, assessments, and recommendations to the Administrator.

### 2. Maintaining City Streets:

- Including, but not limited to, grading, compacting, snow removal, brush cutting, sanding, maintaining, installing, and replacing street signs. Must be willing to be on-call during winter months for snow removal.
- Coordinate with other city employees and the public for larger projects.

### 3. Operation and Maintenance of City Equipment:

- Including but not limited to grader, end dump truck, compact track loader, front end loader, compactor, dozer, pickup with sander, skid steer, and backhoe. The operator will keep a maintenance log, change fluids, filters, grease equipment, basic problem analysis, etc.
- Fill out proper forms to get quotes for repair and maintenance items.

### 4. Maintaining City Grounds:

- Including but not limited to preparing cemetery graves and overseeing burials, maintaining parking lots at City facilities, replacing street signs, and assisting at the landfill when needed.
  - Must be able to plan, schedule, organize, and complete specific projects.
- 5. Other duties that may be assigned:**
- Including but not limited to basic plumbing, electrical, carpentry, and construction.

## Qualifications

- Must have a valid Alaska Class A commercial driver's license (CDL) and heavy equipment operation experience.
- Must be able to pass random drug/alcohol tests and background check.
- Education: High school diploma required. Excellent communication, organizational, and problem-solving abilities. Strong knowledge of OSHA, DOT, MSHA, HAZWOPER, and environmental regulations preferred.
- Must have proven leadership skills with experience supervising crews and managing multiple projects.
- Experience: Three years' experience working in one or more of the specific knowledge areas listed under Key Responsibilities. Road construction and maintenance experience required.
- Must have Hazardous Waste Operations and Emergency Response Certification (HAZWOPER), standard Mine Safety Health Administration Surface and Ground (MSHA) certification or be able to acquire them within two months of hire.
- Must have ability to work independently, without supervision. Must be a self-starter, not requiring specific direction to complete job assignment.
- Must have equipment and environmental safety practices, full physical mobility, ability to lift heavy objects (minimum 50lbs), and be able to shovel snow, gravel, and dirt.
- Must be able to maintain working relationships with supervisors, co-workers, and the public.
- Must be able to demonstrate experience in Public Works, landfill operations, and related infrastructure management.

## Working Conditions

- Combination of office, fieldwork, and on-site supervision.
- Frequent exposure to outdoor environments, including inclement weather and heavy equipment operations.

## Benefits

- Competitive salary
- Health insurance
- Paid leave and holiday pay
- Retirement plan
- Flexible work schedule
- Annual PPE stipend

## How to Apply

Please submit your resume, cover letter, and any relevant documents to **City of Delta Junction** at **2288 Deborah Street, PO Box 229, Delta Junction, AK 99737** or email [city@deltajunction.us](mailto:city@deltajunction.us) include "Public Works General Foreman" in the subject line.