

The City of Troy is seeking applications for the position of:

General Foreperson

The grade and salary range for this position is: **CSEA Grade 14, \$40,042 – 59,353**

Distinguishing Features of the Class:

Plans, oversees and participates in the maintenance and repair of the municipal street system which includes paving, street sweeping, crack sealing, and fixing potholes. Plans, oversees and participates in the work involving the collection and disposal of ashes, garbage and rubbish in the city. The incumbent has responsible charge of the maintenance and repair of streets and snow and ice control operations in assigned areas and of the waste collection and disposal activities for a large area of the city. The work is performed under the direct supervision of the Streets/Sanitation Supervisor with general supervision from the Commissioner of General Services. Supervision may be exercised over a number of Streets and/or Sanitation employees. Does related work as required.

Typical Work Activities:

- Assists in planning, construction, and maintenance activities in connection with the operation of the municipal street system;
- Leads and participates in the collection of ashes, rubbish and garbage in an assigned area;
- Supervises the maintenance and repair of the city street system;
- Exercises immediate supervision over all maintenance and repair projects, including those of most routine nature;
- Leads and participates in the construction of gravel, macadam, asphalt, or concrete roads;
- Leads and participates in evacuation, drainage and embankment projects;
- Leads and participates in the cleaning of ditches, culverts, and basins;
- Leads and participates in the cutting of brush, trimming of trees, and setting of guide posts;
- Operates all equipment in the Bureau of Streets and/or Sanitation as necessary;
- Inspects completed work projects to determine that jobs have been accomplished satisfactorily;
- Assigns personnel and equipment to specific projects;
- Checks attendance of employees and maintains records on time, work and salaries;
- Inspects equipment and materials to determine their condition and needs;
- Leads and participates in snow removal activities;
- Prepares accident and safety reports;
- Writes traffic tickets as necessary;
- Does related work as required.

Full Performance Knowledge, Skills, Abilities, and Personal Characteristics:

Thorough knowledge of street maintenance and resurfacing methods; thorough knowledge of tools, materials, equipment, and terminology used in such activities; thorough knowledge of modern methods of waste collection and disposal; thorough knowledge of garbage collection equipment and devices; thorough knowledge of the safety precautions needed in such work; ability to plan and supervise the work of others; ability to understand and follow oral and written directions; reliability; good judgment; initiative; dependability.

Minimum Qualifications:

Graduation from high school or possession of a high school equivalency diploma and three (3) years of experience in the construction or maintenance of streets or roads, one (1) year of which shall have been in a supervisory capacity.

Special Requirements: Possession of a NYS Commercial Driver's License

The selected qualified candidate will be required to take an exam administered by the NYS Dept. of Civil Service and become reachable on the resulting eligible list to secure permanent status in the title. If not a Troy resident, the successful candidate will have ninety (90) days to move into the City and maintain residency.

The City of Troy is an Affirmative Action / Equal Employment Opportunity employer. Hiring and promotion decisions in the City service are based solely upon qualifications and ability, and the City does not discriminate on any other basis. Minorities are encouraged to apply.

Please forward Employment Application demonstrating that you meet the minimum qualifications of the position by

July 18, 2018

to:

City of Troy Personnel/Civil Service Office

433 River Street

Troy, NY 12180

Email: employmentopportunities@troyny.gov

Fax: 518-268-1686