



PARISH OF CADDO
Department of Human Resources
505 Travis Street, Suite 840
Shreveport, LA 71101
 (318) 226-6906
 (318) 429-7627 job line
www.caddo.org

Date Posted:
 Starting Rate:
 Closing Date:

Equal Opportunity Employer

PERSONNEL CLASS SPECIFICATION

REVISED:
 01/01/2005;01/01/06;01/01/07

JOB TITLE: Foreman

DEPARTMENT: Public Works Solid Waste

FLSA Status: Non-Exempt

HOURS: Friday - Monday
 4 – 10 hour days

SALARY RANGE: \$14.15 - \$21.28 / hour

LEVEL: 17

Leads a crew of equipment operators and compactor operators for the Solid Waste Department.

DUTIES AND RESPONSIBILITIES

Main duties and responsibilities include the following: (Other duties may be assigned.)

- Supervises the work of a crew of equipment operators and compactor operators in the areas solid waste. Recommends new hires, promotions and other personnel actions.
- Creates work schedules; determines work to be done. Ensures projects are completed in a safe and timely manner.
- May perform the tasks of subordinates; drives, operates, maintains and adjusts various equipment such as roll-off truck, lawn equipment, light truck, and may operate smaller or less complex equipment as needed. Performs and ensures proper maintenance of equipment.
- Prepares a variety of paperwork using automated or manual sources such as work reports, timesheets, evaluations, and mileage tickets.

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.

- High School Diploma or GED equivalent is required.
- Three (3) years of related experience in the solid waste industry. One (1) year of supervisory experience is preferred.
- Must possess a valid class "A" or "B" Commercial Driver's License.

PHYSICAL DEMANDS

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 functions. While performing the duties of this job, the employee will work in inclement weather, be required to bend, stoop, kneel, reach; and to lift at least fifty (50) pounds.