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| **JOB DESCRIPTION** | | | | | | |
| **DATE:** | | | | | | |
| COMPANY: |  | | JOB TITLE: | | PUBLIC WORKS FOREMAN | |
| DEPARTMENT: |  | | CURRENT INCUMBENT: | |  | |
| DIRECT SUBORDINATES: |  | | INDIRECT SUBORDINATES: | |  | |
| BRIEF DESCRIPTION: | | The post of public works foreman entails coordinating tasks and assignments based on work schedules, objectives, workforce availability, priorities and the nature of the work. | | | | |
| QUALIFICATIONS & REQUIREMENTS: | | * A bachelor’s degree or equivalent; * Ability to give full attention to what other people are saying and to use logic and reason to identify the strengths and weaknesses of alternative solutions; * Ability to adjust actions about others’ actions and to manage one’s own time and the time of others. | | | | |
| COMPETENCIES: | | * Dependability — Job requires being reliable, responsible, and dependable, and fulfilling obligations. * Attention to Detail — Job requires being careful about detail and thorough in completing work tasks. * Leadership — Job requires a willingness to lead, take charge, and offer opinions and direction. * Integrity — Job requires being honest and ethical. * Self Control — Job requires maintaining composure, keeping emotions in check, controlling anger, and avoiding aggressive behaviour, even in very difficult situations. | | | | |
| TASKS: | | * Administer allocated financial and material resources by standards and practices; * Assign tasks according to priority, available staff and nature of the work; * Coordinate and monitor various tasks performed by the work team; * Enforce technical standards for development and environmental sustainability; * Ensure the compliance and use of appropriate technologies in accordance with safety standards; * Establish and coordinate work teams and schedules; * Instil safe standards in employees by promoting a safe work environment; * Optimise work equipment, tools and methods to improve efficiency; * Organise regularly performed work on roads, buildings and municipal infrastructures; * Oversee all work activities and ensure goals are completed. | | | | |
| LINES OF COMMUNICATION: | | SPECIFY | | | | |
| WORKING CONDITIONS: | | Indicate whether the position is half time or full time. List any unique working conditions such as hours  etc. | | | | |
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| SIGNATORIES: | | | | | |  |
|  | NAME: | | | DATE: | | SIGNATURE: |
| INCUMBENT: |  | | |  | |  |
| LINE MANAGER: |  | | |  | |  |
| HR MANAGER: |  | | |  | |  |