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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.
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| 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.
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| 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.
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| 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: |  |  |  |