

# Town of Signal Mountain, TN--Interview Questions for Street Foreman Position

INTERVIEW OF: \_\_\_\_\_

1. Do you have a CDL driver's license?

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2. Describe your equipment knowledge & operating experience.

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3. What other job knowledge or skills do you have? (asphalt, concrete, carpentry, etc.)

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4. Do you have supervisory experience? If so, describe your position.

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5. Do you have computer experience? List programs you are familiar with.

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6. How would you handle a citizen who accuses your crew of damage to their property?

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7. If you were approached by an angry citizen while on a job site, what would you do?

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8. How would you deal with a citizen that refuses to pay any dumping fees at the Transfer Station?

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**STREET FOREMAN**

January 20, 2016

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9. How would you handle disciplining someone for something you may have done in the past?

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10. How would you deal with 2 employees getting into an altercation at work?

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11. How would you handle multiple requests off during a busy time?

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12. What steps would you take in setting up an in-house paving project?

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13. What would you look for if called out about a flooding problem?

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14. What preparation would be required to send a crew out crack sealing for the day?

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# STREET FOREMAN

January 20, 2016

15. Why do you want this job?

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16. What was one of the most difficult situations you had to deal with in a previous job and how did you handle it?

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## Scenario

One of your employees (Loretta) calls you. She just had a wreck in a town vehicle. She accidentally backed into the garbage truck. Interview Loretta and fill out the Incident Report Form provided.

## Another possible question

You get a call at 3:00 in the morning. It is storming and trees are down, blocking roads and in power lines. How would you handle the situation?

**Town of Signal Mountain  
Position Description**

**Title: Street Foreman  
Division/Department: Public Works**

**Purpose:**

Employee is responsible for assisting in scheduling, directing, and supervising Public Works crews on assigned jobs. This position is under the supervision of the Street and Sanitation Supervisor.

**Essential Functions of the Job:**

*Essential functions are fundamental job duties. They do not include marginal tasks, which are also performed but are not incidental to the primary functions. The omissions of specific statements of duties do not exclude them from the position if the work is similar, related or a logical assignment to the position, nor does every position allocated to the job necessarily perform every duty listed.*

Assist in planning daily work schedule; assign jobs, work with crews, instruct and train, review work, counsel and discipline employees.

Conduct ongoing inspections of town streets and drains for repairs and maintenance; inspect new streets and surfaces completed by contractors; maintain and complete a variety of records and reports.

Assist in fleet maintenance shop, collecting money, writing receipts, and answering telephone.

Operate heavy equipment and haul recycle materials if necessary.

Oversee safe job practices of personnel.

Fill in for supervisor and sanitation driver if needed; other duties as assigned

**Required Knowledge, Skills and Abilities:**

Knowledge of principles of supervision.

Knowledge of the materials used in general maintenance and construction work.

Knowledge of State and local traffic regulations.

Knowledge of practices used and ability to operate assigned equipment.

Knowledge of occupational hazards and safety precautions.

## PUBLIC WORKS STREET FOREMAN

Ability to communicate with co-workers and citizens.

### **Equipment:**

Backhoe, track loader, dump truck, steel drum roller, concrete mixer, pickup truck, core drill, power tools, saws, drills, asphalt spreader (drag box), jetter truck, crack sealer, leaf machine.

### **Educational Requirements:**

Specialized training beyond high school normally gained in a program of less than 18 months' duration.

### **Experience Required:**

At least 3 years, Class A CDL driver's license

### **Problem Solving Requirements:**

Solve a variety of problems in situations where only limited standardization exists.

### **Writing Skills Required:**

Complete forms using a few words or numbers; for example, taking telephone messages. Write standard documentation using established formats; document work performed, actions taken or results by writing a few sentences.

### **Speaking/Presentation Skills Required:**

Answer questions with a brief response or provide standard information to customers/citizens, visitors, callers, supervisors, or other employees. Interview or discuss detailed information, frequently involving customer/citizen problems or complaints.

### **Job Related Communication:**

Within the department – daily  
With employees in other departments – daily  
With employees in other organizations – weekly  
With the public – daily

### **Planning & Scheduling:**

Moderate – a moderate amount of planning own or other's activities is required.

### **Difficulty of Work:**

Work involves following standardized procedures to complete assigned duties.

### **Assignment of Work:**

General guidance allowing for employee planning of procedures and methods to attain objective.

PUBLIC WORKS STREET FOREMAN

**Effects of Work Errors:**

Errors are readily detected in normal course of work by standard check resulting in little or no difficulty in loss of time to correct.

**Supervisory or Management Responsibilities:**

Supervises approximately 11 non-supervisory employees.

**Working Conditions:**

On average 70 percent is standing, 20 percent walking, 10 percent sitting. Approximately 60 lbs. or more may be required lifting.

Lifting frequency – frequent

Bending – very frequent

Pushing and/or public loads – frequent

Reaching over head – frequent

Kneeling – frequent

Crawling – some

Climbing ladders – some

**Mental/Visual Effort:**

Typing/CRT – none

Attention to detail – very frequent

Monitoring equipment – very frequent

Detailed inspection – frequent

Transcription/proofreading – some

**Adverse Conditions:**

Exposure to temperature extremes – very frequent

Dangerous equipment – very frequent

Chemicals – some

Noise – very frequent

Physical effort/risk – frequent