THE CITY OF KNOXVILLE
CIVIL SERVICE
JOB ANNOUNCEMENT

Civil Service Department, Suite 569, City County Bldg, 400 Main Street, Knoxville, TN 37902 (865) 215-2106. Web: www.knoxvilletn.gov

7020 Public Service Foreman I 03/02/2020
(Entry-Level and Promotional)

Drug testing may be required

ENTRY-LEVEL SALARY: $38,165 annually
PAY GRADE RANGE: $38,165 - $56,370 annually (Pay Grade 6)

The City of Knoxville requires as a condition of employment that all newly employed individuals, former employees that have been re-hired, or employees promoted to a new classification will receive their paychecks by way of automatic direct deposit.

Starting and promotional salaries will be determined based upon applicant qualifications and in accordance with Civil Service Merit Board Rules and Regulations.

The City of Knoxville only accepts online applications. To apply, go to http://www.knoxvilletn.gov/jobs. You must complete ALL APPLICABLE SECTIONS of the application. DO NOT LEAVE SECTIONS BLANK SIMPLY BECAUSE THAT INFORMATION APPEARS ON YOUR RESUME. Doing so could result in your application being deemed incomplete. If you need assistance submitting an application, you may visit the Civil Service office at the address listed above.

The following documents MUST be submitted online by 4:30 p.m. on: Thursday, March 12, 2020.

- Completed City of Knoxville Online Application
- Detailed Resume (upload and attach to your online application)
- Copy of Tennessee Class A Commercial Driver’s License (upload and attach to your online application)
- Please note: ALL T&E questions must be answered on the application in order for your application to be complete.
- If you have questions regarding your application or need help applying, please email hbroyles@knoxvilletn.gov before the posting deadline.

JOB DESCRIPTION: Please See Attached Position Description

MINIMUM REQUIREMENTS

Unless stated otherwise, applicants must possess and/or meet the following minimum requirements prior to the application deadline.

- Current City Employees may apply, but must have completed initial Civil Service probationary period and must have received a satisfactory performance rating on their last evaluation to receive promotional preference.
- Graduation from a standard high school or equivalent.
- Five (5) years of experience as an Equipment Operator II, Equipment Operator III, or other lead worker capacity.
- Must have a current Tennessee Class A Commercial Driver’s License.

EXAMINATION

The selection components consist of a Training & Experience Questionnaire (50% of the total score) and a written examination (50% of the total score). Applicants must pass both the written test and the Training & Experience Questionnaire to be considered eligible. The written test will include the following components: Supervision; Working Relations; Math; and Safety.

Note: Background checks will be conducted.

AN EQUAL OPPORTUNITY EMPLOYER/DRUG FREE WORKPLACE

The City of Knoxville does not discriminate on the basis of race, color, creed, national origin, sex, religion, age, veteran status, disability, gender identity, genetic information, or sexual orientation in employment opportunities.
POSITION DESCRIPTION  
City of Knoxville

Class Title: Public Service Foreman I  
Working Title: same  
PCN:  
Incumbent: vacant  
Created: 10/02/2014

GENERAL DESCRIPTION

Under general direction, responsible for planning, coordinating and assisting Public Service work crews in order to complete assigned tasks. This may include: preparing work schedules and assigning work; monitoring and inspecting work sites; operating equipment; training new employees; other related duties as required.

ESSENTIAL FUNCTIONS

Plans and assigns work – At the direction of the Manager, plans and coordinates the activities of subordinates in order to ensure the successful completion of assigned tasks; prepares work schedules and makes assignments based on project priorities and requirements (e.g. equipment and/or personnel needed, etc.); assists supervisor in identifying tasks or projects to be performed and developing necessary plans of action.

Supervises employees – At the direction of the Manager, supervises the activities of subordinates in the daily performance of their assigned duties; offers advice and/or suggestions for improvement or correction as needed; evaluates subordinates' performance and assists in the completion of performance appraisals as necessary; monitors the activities of subordinates in order to ensure adherence to departmental rules and regulations, safety procedures, etc., and takes corrective action as needed; maintains order and control of subordinates, and counsels them regarding work problems, improper conduct, etc.

Performs basic administrative duties - Completes necessary forms in order to obtain adequate supplies and equipment, reviews reports and records such as time sheets, attendance records, etc; calculates costs, project dimensions, supplies needed, etc. using basic mathematical procedures in order to determine material quantities required for project completion.

Inspects work sites, tools and equipment - Daily observes work sites and checks for unfavorable or unsafe conditions; regularly inspects tools and equipment for damage, malfunctions, etc. in order to ensure that employees are adequately equipped to perform assigned tasks. May assist in making minor repairs to tools and equipment while out in the field.

Trains subordinates - Trains subordinates by explaining and demonstrating procedures, instructing in the use and care of equipment and supplies, observing and assisting with work, rotating assignments, and providing oral feedback to ensure that they can adequately perform assigned tasks; attends in-service training as required to learn or review procedures, increase knowledge in various areas, and to satisfy departmental and/or City requirements.

Performs field activities - Performs various work activities requiring varying degrees of physical exertion. This may include any activity that is required of subordinates within the assigned area (e.g. applying salt, brush/leaf operation, removing fallen trees and branches using saws, loading and unloading vehicle contents; assisting with special projects and/or events; performing heavy physical labor using both manual and power tools and equipment to conduct various maintenance and/or other service-related functions.

Establishes effective working relations - Establishes and maintains good relations with subordinates, peers, supervisors and the public; coordinates with other City personnel and/or departmental representatives to perform tasks necessary to accomplish special projects, set up special events, etc; provides requested information and/or assistance to the public as needed.

Performs related work as required.

MARGINAL FUNCTIONS

None indicated.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of supervisory practices and techniques: This includes knowledge of the principles and practices of effective supervision; knowledge of effective disciplinary procedures and techniques and the application thereof; knowledge of methods and practices of training subordinates in a variety of areas for the improvement of performance.
KNOWLEDGE, SKILLS, AND ABILITIES (cont.)

**Ability to maintain effective working relationships:** This includes the ability to relate effectively to subordinates, peers, supervisors, personnel in other divisions, representatives from other agencies, the general public, etc; ability to answer questions, provide assistance, handle complaints, reject requests, etc, in a courteous manner; ability to work effectively with a variety of individuals as a member of a team or group.

**Knowledge of Horticulture:** This includes knowledge of the principles, procedures, and equipment involved in horticulture services.

**Knowledge of Street Cleaning:** This includes knowledge of the principles, procedures, and equipment involved in street cleaning.

**Knowledge of the geography of the City of Knoxville:** This includes basic knowledge of the names and locations of major streets, highways, buildings and other structures within and immediately surrounding the City.

**Knowledge of equipment:** This includes knowledge of how to use and operate any and all equipment within the horticulture or service area.

**Mathematical ability:** This includes the ability to count, add, subtract, multiply and divide whole numbers, fractions and/or decimal equivalents; calculate dimensions; compute costs; calculate material requirements; etc.

**Physical ability:** This includes the ability to perform certain physical functions of the job such as lifting and/or carrying equipment, supplies, materials, etc; operating manual and power tools and equipment; working in unfavorable environmental and climatic conditions; etc.

**Knowledge of safety procedures:** This includes knowledge of job hazards, specific accident prevention measures, and specific procedures for the safe use of tools and equipment; knowledge of safety standards, procedures and regulations; knowledge of procedures to follow when accidents and/or emergencies occur.

**Knowledge of record-keeping procedures:** This includes knowledge of the relevant codes and terminology, procedures and requirements for the proper completion of departmental forms and reports; knowledge of the appropriate distribution, maintenance and locations of records and reports.

**Administrative ability:** This includes the ability to establish and achieve work-related goals and objectives; ability to plan and coordinate work to accomplish established objectives; ability to plan and implement courses of action necessary to eliminate backlogs, streamline operations and accomplish work more efficiently.

**PHYSICAL REQUIREMENTS**

This position consists of primarily medium work, requiring the incumbent to exert up to 50 pounds of force occasionally, and/or 20 pounds (or less) of force frequently, in order to lift/carry, push/pull, or otherwise move objects. A description of the specific physical requirements associated with this position is maintained on file in the Civil Service office for review upon request.

**MENTAL REQUIREMENTS**

This position uses relevant principles and procedures to solve practical problems and to deal with a variety of concrete variables in situations where only limited standardization exists. A description of the specific mental requirements associated with this position is maintained on file in the Civil Service office for review upon request.

**MINIMUM REQUIREMENTS**

High school diploma or GED equivalent.
Five (5) years of experience as an equipment operator II, equipment operator III, or other lead worker capacity.
Must have Class A Commercial Driver's License (CDL)