JOB OPPORTUNITY

The City of Mansfield, Ohio, Director of Human Resources announces the opening of the following full-time classified position in the SEWER REPAIR DIVISION:

FOREMAN

POSTING DATE: 06/16/26
ANNUAL SALARY: $45,000-$65,000

DEADLINE DATE: Continuous – Until filled
ORDINANCE #26-080

GENERAL STATEMENT OF DUTIES:

Under general supervision, functionally supervises assigned crew of Sewer Repair Division personnel in sewer construction, maintenance and repair. Performs related duties as required.

ACCEPTABLE EXPERIENCE AND TRAINING:

Five years of progressively responsible experience in public works or related construction, maintenance and repair, or any equivalent combination of experience and training which provides the desired knowledge, skills and abilities.

LICENSE/CERTIFICATION REQUIREMENTS:

A Class B Commercial Driver's License (CDL) is required. Class A CDL is preferred. Will need to provide proof of completion of a High School education.

DESIRED KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of (1) city and division policies and procedures, (2) safety practices and procedures, (3) sewer construction, maintenance and repair, (4) heavy equipment operation, (5) supervisory principles and practices. Skill in: (6) heavy equipment operation. Ability to: (7) carry out detailed written and oral instructions, (8) deal with problems involving several variables within familiar context; (9) read, copy and record figures accurately, (10) communicate effectively, (11) develop and maintain effective working relationships, (12) perform heavy manual labor for extended periods of time in often adverse conditions.

EXAMPLES OF WORK (ILLUSTRATIVE ONLY):

Functionally supervises assigned crew of Sewer Repair Division personnel; assists in assigning tasks and ensuring work complies with standards; assists in planning work schedules and projects; provides on-the-job training and instruction of assigned personnel;

enforces personnel policies; issues oral and written warnings; may hear and resolve grievances.

Oversees and performs sewer construction, maintenance and repair tasks; supervises operation of and operates heavy equipment to perform tasks (e.g., graders, dozers, front end loaders, rollers, etc.); oversees and ensures work complies with established safety procedures; discusses job requirements with and receives and communicates detailed instructions from supervisors; makes and adjusts individual work assignments; requisitions necessary equipment and materials; prepares and maintains time and material and work records; notifies supervisor of emergencies.

The specific statements shown in this description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to successfully perform the job.

APPLICATIONS FOR THIS POSITION WILL BE ACCEPTED ON-LINE, THROUGH EMAIL OR IN THE HUMAN RESOURCES OFFICE. WE ARE AN EQUAL OPPORTUNITY EMPLOYER. WE DO NOT DISCRIMINATE ON THE BASIS OF RACE, RELIGION, COLOR, SEX, AGE, NATIONAL ORIGIN OR DISABILITY.