



### Benefits and Salary:

**\$77,592- \$94,368/year**

- Medical, Dental and Vision
- Paid Life and AD&D Insurance
- Long Term Disability
- Oregon PERS Retirement
- Deferred Compensation Plans
- HRA VEBA Contributions
- Paid Vacation and Sick Leave
- 10 Paid Holidays/2 Personal Days
- 5% Bilingual Pay Incentive

### Minimum Qualifications:

- High School Diploma or equivalent required;
- Associate's degree in Construction Management or a related field preferred;
- Seven (7) years of progressively responsible experience in public works, road maintenance, or construction, including supervisory responsibility;
- OR any equivalent combination of education and experience that demonstrates the ability to perform the essential functions of the position.
- Must possess excellent interpersonal and communication skills, with the ability to interact professionally, effectively, and tactfully with staff, contractors, and the public.
- Ability to obtain Oregon Commercial Drivers License, and certifications that pertain to the operation and maintenance of public streets and right of ways within 18-months of hire.

## Street Foreman

The City of Hermiston is seeking a skilled and motivated Street Foreman to lead the daily operations of the Street Department. This position plays a vital role in maintaining and improving the city's transportation infrastructure, ensuring that our streets, sidewalks, and related facilities are safe, functional, and well-maintained for the community.

The Street Foreman is responsible for planning, directing, and supervising maintenance and repair projects, coordinating daily work schedules, and managing street department staff. This role requires a hands-on leader who can effectively organize crews, oversee heavy equipment operations, and ensure all work is completed safely, efficiently, and to the highest quality standards.

### Key Responsibilities

- Plan, assign, and supervise daily work activities for street maintenance crews.
- Oversee maintenance and repair of city streets, sidewalks, storm drains, and related infrastructure.
- Inspect projects for quality, safety, and compliance with city standards.
- Operate and maintain a variety of construction and maintenance equipment as needed.
- Train, mentor, and evaluate staff performance to ensure efficient, safe, and effective operations.
- Assist with project planning, cost estimates, and scheduling for street improvement projects.
- Respond to emergencies such as severe weather, flooding, or road hazards to ensure public safety.
- Administer city-wide winter operations including snow removal, sanding and de-icing
- 

### Ideal Candidate Profile

The ideal candidate is a dependable and experienced public works professional with a strong understanding of street maintenance practices, crew supervision, and equipment operation. They take pride in delivering high-quality work, promoting team safety, and ensuring the smooth operation of city infrastructure.

The full description of duties and application packet can be found on the City's website: <https://www.hermiston.gov/jobs>

Interested candidates must submit a City of Hermiston Employment Application, including verifiable work experience and resume to the City of Hermiston, 180 NE 2nd Street, Hermiston, OR 97838 or via email to: [hr@hermiston.gov](mailto:hr@hermiston.gov) First review of applicants will be Friday, October 24, 2025.

The City of Hermiston is an equal opportunity employer.



## Position Description

### Street Foreman

---

Classification: Non-Exempt

Department: Street

Grade: 46

Union: Non-Union

---

#### **General Statement of Responsibilities**

Responsible for the day-to-day operation of the street department, including planning, directing, and supervising the maintenance and improvement of city streets and related infrastructure. This role involves coordinating work schedules, managing staff, and ensuring that all projects are completed safely, efficiently, and to the highest quality standards.

#### **Supervision Received**

Works under the direction of the Street & Capital Projects Manager who reviews the work primarily on the basis of the results attained.

#### **Supervision Exercised**

Direct supervision is provided to employees in all Street operations either through specific instructions or outlining general objectives or procedures.

#### **Examples of Duties - Essential Functions**

*The below list of job duties and responsibilities is not exclusive nor exhaustive. Employees in this position may perform some or all of the following tasks. Other duties may be assigned.*

1. Prepare daily work assignments. Maintains records of materials and equipment used, accomplished, and related records and reports as required.
2. Supervises and coordinates the delivery of materials on site, monitors the effective use of personnel and equipment and the progress of work, according to plans and schedules.
3. Coordinates and assists the Street & Capital Projects Manager in managing the City's on-going street maintenance and traffic operations. This responsibility includes signs and markings, signals, lighting, snow and ice removal, roadway and pavement management.
4. Coordinates, directs, and participates in the operations and maintenance of the street system such as sweeping, crack-sealing, grading, pavement marking, sidewalk and curb/gutter replacement, storm water system repair/expansion and asphalt patching/installation.

5. Oversees staff in the repair and construction of all types of storm water drainage, box culverts, curb and gutters; setting forms for concrete; removal of weeds and grass from city right-of ways, street cleaning, setting of necessary cones and barricades for routine construction safety and street closures.
6. Observes employee activity and equipment operation for safe practices. Reviews work techniques, trains new employees and evaluates subordinate employee performance.
7. Maintains daily and monthly records and reports, including employee time sheets, training logs and other required documentation.
8. Instructs employees in the proper use of materials, methods, tools, and equipment and provides training on safety practices and procedures.
9. Works alongside staff to ensure tasks are completed on time and in a safe manner, is a working member of the team.
10. Responds to various problems and questions that arise at the work site and makes decisions within established policy guidelines. Reviews citizen service requests and other public complaints pertaining to streets, drainage, facilities and resolves problems.
11. Administers city-wide winter operations including snow removal, sanding, and deicing are a significant part of the job. A significant knowledge of the principles and application of salt and magnesium chloride is required.
12. Provides input on budgetary needs, Prepares, justifies and administers budget for area of responsibility.
13. Responsible for creating and maintaining required records related to pesticide application, general safety, Material Safety Data Sheets and required safety training.
14. Ensures effective communication and coordination between departments, agencies, other governmental entities and the private sector on street projects.
15. Assists in plan review, works with contractors, inspectors, and other team members.
16. Reviews infrastructure, ADA requirements, and permits.
17. Coordinates and participates in the project inspection of developments or projects within the street right-of-way.
18. Alerts the department manager of unusual or emergency situations and suggests solutions.
19. Attends professional training courses, meetings, and conferences to keep abreast of current trends in the field. May train personnel in the areas of new techniques and other special skills.
20. Assists in municipal building maintenance as need.

## **Screening Criteria**

### **Education and Experience:**

- A High School Diploma or equivalency; An associate's degree in construction management or related field preferred;
- AND seven years' increasingly responsible public works, road maintenance or construction experience, including supervisory responsibility.
- OR any satisfactory equivalent combination of education and experience which ensures the ability to perform the essential functions of the position

**Special Requirements/Licenses:** A valid Oregon driver's license and proof of an acceptable driving record are required. Ability to obtain an Oregon Commercial Driver's License, Forklift, and/or Lift Truck Operation certifications, and Work Zone Public Agency Flagging certification within 18 months of appointment.

**Knowledge of:** Thorough knowledge in street construction, asphalt and concrete repair, paving techniques, and the operation of heavy equipment such as graders, loaders, and dump trucks. A thorough understanding of traffic control, work zone safety, drainage systems, and maintenance methods is essential, along with the ability to interpret blueprints and work orders. Ability to ensure compliance with safety and OSHA standards. Considerable knowledge of appropriate materials, methods, procedures, tools and equipment used in the repair of streets, asphalt, stormwater and related systems of repair, maintenance, construction, and installation work normally performed in public works streets operations.

**Skills:** Must possess a strong combination of technical knowledge, leadership ability, and organizational skills. Solid administrative abilities, including scheduling projects, monitoring cost and materials, maintaining accurate records, and preparing reports for management. Leadership skills to effectively supervise, train, and motivate crews, assign and prioritize tasks. Strong problem-solving, communication, and customer service skills are necessary to address issues, respond to emergencies, and interact professionally with staff, contractors, and the public. Adaptability, time management, and decision-making under pressure.

**Ability to:** Follow complex oral and written instructions and orders; work independently, coordinate the work of others, and delegate responsibility; conceive and execute plans to accomplish long-range goals; read and understand maps, plans, drawings, orders and/or other documents as required; drive or operate vehicles, equipment, machines, and tools safely and in conformance with applicable laws, regulations and work rules; detect needed repairs and make minor adjustments to equipment, machines, or tools needed to perform duties; communicate effectively verbally and in writing; direct the work activities of small groups of employees; train new employees; establish and maintain effective working relationships with superiors, peers, other city employees, representatives of state agencies, contractors, and the general public; organize and administer effective work programs to meet department needs; enforce work and safety rules; work in adverse weather conditions; physically perform the duties of the position.

**Physical Demands of Position:** *The physical demands listed below represent those that must be met by an incumbent to successfully perform the essential functions of this job. Reasonable*

*accommodations may be made to enable individuals with qualified disabilities to perform the essential functions.*

Manual dexterity and coordination are required for over half of the daily work period (about 80%) which is spent standing while operating tools and equipment such as hand tools, large heavy equipment and small maintenance equipment, computers, keyboards, telephones, and driving; and while moving equipment and tools. While performing the duties of this position, the employee is frequently required to stand, walk, reach, bend, kneel, stoop, twist, crouch, climb, balance, see, talk, hear, and manipulate objects. The position requires mobility including the ability to lift and/or move materials 15-35 lbs. frequently, 35-60 lbs. occasionally, and over 60 lbs. rarely. This position requires both verbal and written communication abilities.

**Working Conditions:** *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this position, the employee will be working in various indoor and outdoor environments. The noise level in the work environment is usually moderate and lighting is adequate. Employee works in the field and is subject to outside conditions, restricted spaces, high traffic areas, and perform work from ladders, and may be exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, mechanical and/or electrical hazards, and hazardous physical substances and fumes.

---