



JOB DESCRIPTION

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

Foreman

Department: Varies
Pay Grade: 110
FLSA Status: Non-exempt

JOB SUMMARY

Lead work in the installation and maintenance of one of the City's field services areas. Work is performed under the general direction of an assigned Supervisor.

ESSENTIAL JOB FUNCTIONS

- Organizes, directs, supervises, and participates in field work associated with an appropriate City department by generating and tracking appropriate work orders.
- Trains, supervises, evaluates, and directs a moderate sized crew of subordinates.
- Ensures safe working practices are exercised by crew members.
- Responds to all utility related customer inquiries.
- Organizes crew and plans their work; schedules the work and personnel.
- Estimates and requisitions necessary supplies, equipment and materials.
- Instructs crew on the operation of light and heavy motorized equipment as needed.
- Coordinates work and equipment usage with other Foreman, departments and divisions.
- Orders supplies as necessary.
- Performs other duties as assigned.

QUALIFICATIONS

Education and Experience:

High School graduation or possession of an acceptable equivalency diploma. Six (6) years of experience in a related construction, repair and/or maintenance field. Previous supervisory experience preferred.

Special Qualifications:

- Florida Class "B" CDL (Required upon date of hire; excluding Parks).

- Florida Department of Environmental Protection Stormwater Erosion and Sedimentation Control Inspector required (within 6 months of hire).
- Florida Department of Environmental Protection Water Distribution Level 3 Operator Certification required (Water Distribution Only within 1 year of hire).
- Maintenance of Traffic (MOT) Certification – Intermediate – required (within 6 months of hire).

Knowledge, Skills and Abilities:

- Knowledge of installation, maintenance, and repair of various field system components.
- Knowledge of utility construction installation, maintenance, and repair.
- Knowledge of construction terminology and safety methods.
- Ability to follow directions.
- Ability to practice patience while training subordinates in all phases of maintenance, construction, and repair.
- Ability to estimate required quantities for concrete and asphalt delivery.
- Ability to plan, schedule, and direct personnel and equipment in a manner conducive to full performance and high morale.
- Ability to understand and transmit oral and written instructions.
- Ability to operate motorized equipment.
- Ability to read and interpret construction plans and drawings
- Skill in verbal and written communication.

PHYSICAL DEMANDS

The work is light work which requires exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects. Additionally, the following physical abilities are required:

- Balancing: Maintaining body equilibrium to prevent falling while walking, standing or crouching on narrow, slippery, or erratically moving surfaces. The amount of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.
- Climbing: Ascending or descending ladders, stairs, scaffolding, ramps, poles and the like, using feet and legs and/or hands and arms. Body agility is emphasized.
- Crawling: Moving about on hands and knees or hands and feet.
- Crouching: Bending the body downward and forward by bending leg and spine.
- Grasping: Applying pressure to an object with the fingers and palm.
- Handling: Picking, holding, or otherwise working, primarily with the whole hand.
- Hearing 1: Perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discrimination in sound.
- Kneeling: Bending legs at knee to come to a rest on knee or knees.
- Lifting: Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. Occurs to a considerable degree and requires substantial use of upper extremities and back muscles.
- Pulling: Using upper extremities to exert force in order to draw, haul or tug objects in a sustained motion.

- Pushing: Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.
- Reaching: Extending hand(s) and arm(s) in any direction.
- Repetitive Motion: Substantial movements (motions) of the wrist, hands, and/or fingers.
- Speaking: Expressing or exchanging ideas by means of the spoken word including the ability to convey detailed or important spoken instructions to other workers accurately and concisely.
- Standing: Particularly for sustained periods of time.
- Stooping: Bending body downward and forward by bending spine at the waist. Occurs to a considerable degree and requires full motion of the lower extremities and back muscles.
- Talking 1: Expressing or exchanging ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
- Visual Acuity 3: Visual Acuity to determine the accuracy, neatness, and thoroughness of the work assigned or to make general observations of facilities or structures.
- Walking: Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.

WORK ENVIRONMENT

- Work is performed inside and outside with: chemicals, solvents, oils, and moving objects.