



Job Description

Foreman

Pay Grade: G07

Employment Status: Full-Time

FLSA Status: Non-exempt

Experience Required: Minimum of six (6) years of related experience in construction, repair, or maintenance field with supervisory experience.

Minimum Education Requirements: High School Diploma or G.E.D.

Department: Utilities.

Direct Supervisor: Assigned Supervisor.

Supervisory Responsibility: Direct (x); Indirect (x)

Primary Work Location: Work is performed indoors and outdoors.

Certification: Valid State of Florida commercial driver's license "B" (CDL). 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).

Job Summary: Lead work in the installation and maintenance of one of the City's field services areas.

Essential Job Functions

An employee in this position may be called upon to do any or all of the following essential duties:

- Organize, direct, supervise, and participate in field work associated with an appropriate City department by generating and tracking appropriate work orders.
- Organize crew and plan their work; schedule the work and personnel.
- Train, supervise, evaluate, and direct a moderate sized crew of subordinates.
- Instruct crew on the operation of light and heavy motorized equipment as needed.
- Ensure safe working practices are exercised by crew members.
- Respond to all utility related customer inquiries.
- Estimate and requisition necessary supplies, equipment and materials; order supplies as needed.
- Coordinate work and equipment usage with other Foreman, departments, and divisions.
- Perform other job duties as assigned.

Knowledge, Skills, and Abilities (KSA's) for Position

An employee in this class must have the following knowledge, skills, and abilities upon application:

Knowledge

- Installation, maintenance, and repair of various field system components.
- Utility construction installation, maintenance, and repair.
- Construction terminology and safety methods.
- City's functions, policies, and procedures.



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Skills

- Strong written and oral communications and relational skills.
- Public relations and customer service.
- Written communications for both administrative and technical purposes.
- Follow and relay complex oral and written instructions, policies and procedures.
- Operate a variety of office equipment, including computer terminal, printer, calculator, fax, typewriter, and copier.

Abilities

- Practice patience while training subordinates in all phases of maintenance, construction, and repair.
- Estimate required quantities for concrete and asphalt delivery.
- Plan, schedule, and direct personnel and equipment in a manner conducive to full performance and high morale.
- Operate motorized equipment.
- Read and interpret construction plans and drawings
- Work is Subject to a variety of weather condition with exposure to chemicals, solvents, oils, and moving objects.

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.



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- 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.

**This position description is a general guideline for work behavior and is not intended to be a comprehensive listing of all job duties. Therefore, it is also not, nor can it be implied to be, a contract of employment. The contents of this position description may be changed without notice, and employment may be terminated by either party, at will. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.



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Signatures / Date

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

Check the appropriate box, fill in the needed accommodations, if required, then sign and date.

- ☐ I have read and understand this job description and acknowledge that I am able to complete the essential functions of my job without accommodations.
- ☐ I have read and understand this job description and I would require the following reasonable accommodations to fulfill the essential functions of this job:

Employee Signature

Date

Supervisor Signature

Date

Human Resources

Date