

**CITY OF LAUDERHILL
CLASS DESCRIPTION, 2017-2021**

POSITION TITLE: FOREMAN – UTILITIES

GENERAL DESCRIPTION OF DUTIES

Under general supervision, the purpose of the position supervises and manages the City maintenance activities in the Utilities Department. Employees in this classification perform supervisory and managerial work. Position is responsible for managing maintenance activities for water and wastewater divisions. Performs related work as directed.

SPECIFIC DUTIES AND RESPONSIBILITIES

EXAMPLES OF ESSENTIAL FUNCTIONS

Performs full range of supervisory functions such as hiring, training, assigning work, setting standards, reviewing work, evaluating, and counseling; recommends discipline and discharge.

Addresses customer complaints; follows-up to ensure problems are resolved.

Coordinates within department and with other departments on joint or cooperative projects; monitors work tasks and projects to ensure timely completion.

Researches plans, drawings, codes, ordinances, policies and procedures, personnel manuals, union contract, and technical manual to plan maintenance activities.

Prepares or reviews maintenance schedule.

Supervises inspections of works in progress; coordinates activities on the job.

Supervises or participates in maintenance projects requiring special expertise or experience.

Coordinates with vendors and contractors for special maintenance; prepares specification for bids on maintenance work; monitors contractor's activities to ensure compliance with contracts.

Supervises to ensure work projects are completed properly, closed out properly, and entered into computer system.

Advises Utility Director or designee as to budgetary needs; conducts inventories; orders materials; monitors expenditures.

Conducts staff meetings and briefings to exchange information; assign tasks, projects and duties.

Attends seminars and conferences to maintain or improve technical and professional skills.

Prepares periodic logs and reports documenting activities and events within department such as daily, weekly, and monthly reports.

Interacts with the public by providing information and services.

Actively employs safety processes and procedures while performing job functions; ensures that subordinates are practicing safety protocol.

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The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

MARGINAL FUNCTIONS

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

Performs routine office functions such as filing, answering phones, and copying.

Performs related duties as required.

MINIMUM TRAINING AND EXPERIENCE

High school diploma or GED; supplemented by minimum five (5) years progressively more responsible previous experience and/or training that includes municipal utilities, or an equivalent combination of education, training, and experience. Sixty (60) college credits can be substituted for one (1) year of experience. A bachelor's degree can be substituted for two (2) years of experience.

SPECIAL REQUIREMENTS

Must possess a valid State of Florida CDL "B" Driver's License or ability to obtain within one (1) year of hire

Florida Department of Environmental Protection (FDEP) Water Distribution System Operator Class 1 License or a Florida Water and Pollutions Control Operators Association "Class A" Certification in Wastewater Collections. Applicants may also be allowed to obtain licensure within 12 months provided that they have worked in the specific field and demonstrated supervisory experience for over 6 years.

Confined Space Entry Certificate

Trenching and Shoring Certificate

Traffic Control Management/Maintenance of Traffic (MOT) – Advanced

PERFORMANCE APTITUDES

Data Utilization: Requires the ability audit, evaluate, deduce, and/or assess data and/or information using established criteria. Includes exercise of discretion in determining actual or probable consequences, and in referencing such evaluation to identify and select alternatives.

Human Interaction: Requires the ability to apply principles of persuasion and/or influence.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate and control the actions of equipment, machinery, tools and/or materials requiring complex and rapid adjustments.

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Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive and/or advisory data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; ability to calculate decimals and percentage; may require ability to utilize principles of fractions and/or interpret graphs.

Functional Reasoning: Requires ability to apply principles of rational systems. Ability to interpret instructions furnished in written, oral, diagrammatic, or schedule form. Ability to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

Situational Reasoning: Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving evaluation of information against measurable or verifiable criteria.

ADA COMPLIANCE

Physical Ability: Tasks involve the regular and, at times, sustained performance of moderately physically demanding work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and that may involve the lifting, carrying pushing, and/or pulling of moderately heavy objects and materials (up to 100 pounds).

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors. Some tasks require the ability to perceive and discriminate sounds. Some tasks require the ability to perceive and discriminate odors. Some tasks require the ability to perceive and discriminate depths. Some tasks require the ability to perceive and discriminate textures. Some tasks require visual perception and discrimination. Some tasks require oral communications ability.

Environmental Factors: Tasks may risk exposure to temperature extremes, strong odors, toxic agents/chemicals, smoke, wetness, humidity, animals/wildlife, electrical currents, explosives, bright/dim light, noise extremes, vibrations, and machinery, dusts or pollen, and traffic hazards.

The City of Lauderhill is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City of Lauderhill will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.