

**City of Dunedin, Florida**  
Class Description

**JOB TITLE: Public Services Senior Foreman**  
Public Works and Utilities Department  
Public Services Division – Facilities Section

**GENERAL STATEMENT OF JOB**

Under general supervision, directs, coordinates, and supervises routine to moderately complex repair, maintenance, and construction activities in the maintenance of City buildings and facilities. Reports to the Public Services Supervisor.

**SPECIFIC DUTIES AND RESPONSIBILITIES**

**ESSENTIAL JOB FUNCTIONS**

***The duties recorded below are representative of the duties of the class and are not intended to cover all the duties performed by incumbents(s) of any particular position.***

Supervises assigned facilities personnel. Supervisory duties include scheduling; instructing; assigning, reviewing, and planning work of others; maintaining standards; coordinating activities; allocating personnel; assisting in the selection of new employees; acting on employee problems; and recommending counseling and/or disciplinary action.

Reviews the work of subordinates for completeness and accuracy; evaluates and makes recommendations as appropriate; offers training, advice and assistance as needed.

Orders and picks up supplies and equipment required for daily tasks; assures employees have required vehicle stock.

Receives, inspects and investigates; complaints and related building and facilities problems or issues.

Monitors and evaluates work requests, emails, HVAC computer software and issues work orders as required.

Schedules projects with the Public Services Supervisor and Division Director.

Completes required records and reports accurately and in a timely manner.

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Performs all duties in compliance with established policies, procedures, schedules, and standards of safety and quality.

Performs computer data entry to input required information and maintain records.

Keeps supervisor informed of any problems or issues that require immediate attention.

Attends training, staff meetings and special event meetings as required.

Requires on-call rotation and special event attendance.

This is a Category A position for the purposes of Emergency Management. Employees in this category may be assigned to work a variety of schedules, including compulsory work periods in special, emergency, and/or disaster situations. Category A employees are required to stay on premises during a declared state of emergency, or as otherwise mandated.

### **ADDITIONAL JOB 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.***

Maintains clean and orderly office and work/storage areas.

Maintains assigned vehicle(s), tools and equipment.

Performs related duties as required.

### **MINIMUM TRAINING AND EXPERIENCE**

Requires an Associate's degree in industrial management, facilities management or related field with three years of experience in building and facilities maintenance work; [with two years of prior supervisory experience]. Special consideration will be given to applicants who have completed or are enrolled in any of the following State of Florida recognized Apprenticeship Programs; HVAC, Electrical or Plumbing.

An equivalent combination of training and experience which provides the required skills, knowledge and abilities may be considered.

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**SPECIAL REQUIREMENTS**

Must possess a valid Florida Class "B" CDL with appropriate endorsements within six months of hire date.

Must possess Certification in "Maintenance of Traffic" (MOT) within six months of hire date.

**PERFORMANCE INDICATORS**

**Knowledge of Job:** Has thorough knowledge of the methods, procedures and policies of the City of Dunedin as they pertain to the performance of essential duties of the Public Services Senior Foreman. Is knowledgeable in the laws, ordinances, standards and regulations pertaining to the specific duties and responsibilities of the position. Understands the principles of management and is capable of overseeing assigned subordinates. Has knowledge and advanced skill in various trades. Clearly understands any occupational hazards and adheres to all safety precautions inherent in performing the essential functions of the work. Is skilled in applying responsible attention to detail as necessary in preparing simple records and reports.

**PERFORMANCE APTITUDES**

**Data Utilization:** Requires the ability to arrange, compare, count, differentiate, measure and/or sort data and/or information.

**Human Interaction:** Requires the ability to function in a supervisory capacity for a group of workers. Includes the ability to make decisions on procedural and

**Equipment, Machinery, Tools and Materials Utilization:** Requires the ability to use, operate and/or handle a variety of electrical diagnostic equipment and mechanical equipment. Has knowledge of the methods, tools and materials associated with the maintenance and repair of city facilities.

**Verbal Aptitude:** Requires the ability to use a variety of reference and descriptive data and information. Has the ability to speak, write and understand the English language.

**Functional Reasoning:** Requires the ability to carry out instructions furnished in written, oral or diagrammatic form. Involves semi-routine standardized work with some latitude for independent judgement concerning choices of action.

**Situational Reasoning:** Requires the ability to exercise the judgment, decisiveness and creativity in situations involving a variety of generally pre-defined duties which are often characterized by frequent change. Is able to take

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the initiative to complete the duties of the position without the need of direct supervision.

**ADA COMPLIANCE**

**Physical Ability:** Tasks generally involve the ability to exert a small amount of physical effort in sedentary to light work involving moving from one area of the office to another; some positions require sufficient hand/eye coordination to perform semi-skilled repetitive movements, such as data entry, filing and/or the use of office equipment or supplies.

**Sensory Requirements:** Some tasks require visual and auditory perception and discrimination as well as oral communications ability.

**Environmental Factors:** Some tasks may require exposure to smoke/dusts/pollen, fumes, odors, wetness/humidity, electric currents, disease/pathogens, harsh cleaning agents, toxic/poisonous agents, vibrations, machinery hazards, noise extremes, bright/dim light, and adverse weather conditions.

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

*Paul Stansk*  
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Public Works & Utilities Director

10.26.2021  
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Date