

City of Dunedin, Florida
Class Description

JOB TITLE: Wastewater Collection Foreman
Wastewater: Collections, Wastewater Division
Public Works & Utilities Department

GENERAL STATEMENT OF JOB

Oversees all technical work to support the daily operations of the City's wastewater collection system, including the construction, maintenance and repair of system components to ensure the maximum efficiency and effectiveness of the wastewater collection for the City of Dunedin. Provides leadership and supervision of subordinate division personnel. Performs related work as required. Reports to the Wastewater Collection System 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.

Oversees staff performing skilled and semi-skilled technical work in the construction, maintenance, repair and operation of sewer main/system components, performing all work in compliance with applicable policies, procedures, laws, codes, safety and health regulations.

Provides leadership and limited supervision of subordinate division personnel. Reviews the work of subordinates for completeness and accuracy; offers training, advice and assistance as needed.

Assigns daily work to employees and inspects work completed.

Ensures all work is performed in compliance with applicable policies, procedures, laws, codes, safety and health regulations. Enforces co-workers' compliance with employee safety/traffic and road safety rules and regulations.

Installs, maintains, inspects, troubleshoots and repairs sewer mains, force mains, service lines, cleanouts, manholes and other system components.

Locates gravity and force mains, as necessary.

Provides leadership and planning for the installation, repair and/or replacement of sewer mains, force mains, laterals, manholes, to include trenchless technologies such as sectional main line and lateral lining repairs.

Oversees inventory for wastewater collections, including assigning out material, receiving inventory, storing inventory, and updating inventory levels.

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Operates heavy equipment as required in the performance of daily tasks; equipment includes a backhoe, bobcat, forklift, trencher, compactor, tractor/mower, dump trucks, etc.; uses other equipment and tools including pumps, well point system, transit, laser, mechanic's tools, cutting torch, and various other hand and power tools.

Maintains assigned equipment, tools and vehicles.

Receives and responds to customer/public inquiries, concerns and complaints regarding division activities and services; responds to after-hour emergency calls as needed.

Performs duties of other wastewater collection personnel, as needed.

Compiles data for and prepares a variety of required reports and records; prepares as-built drawings as requested.

Attends meetings, workshops and training to enhance job knowledge and skills.

ADDITIONAL JOB FUNCTIONS

Performs routine office work as required, including but not limited to attending meetings, answering the telephone, copying and filing documents, etc.

Performs related duties as required.

MINIMUM TRAINING AND EXPERIENCE

Requires a high school diploma or GED equivalent with ten years of experience in public wastewater systems maintenance and repair.

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

SPECIAL REQUIREMENTS

Requires certification as a class "B" Wastewater Collection Technician.

Must possess a valid Florida Class "B" CDL with appropriate endorsements.

May require additional certifications and training as deemed appropriate by supervisor; Work Zone Traffic Safety (FDOT Maintenance of Traffic)

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 Wastewater Collection Foreman. Is knowledgeable in the laws, ordinances, standards and regulations pertaining to the specific duties and responsibilities of the position. Has thorough knowledge of the principles,

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theories, practices and methodologies of wastewater collection systems and their maintenance and repair, and other fields applicable to the requirements of the position. Understands specific City and county ordinances as they apply to the duties and responsibilities of the position. Clearly understands any occupational hazards and adheres to all safety precautions inherent in performing the essential functions of the work. Has the ability to speak and understand the English language.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to calculate, compute, summate and/or tabulate data and/or information. Includes the ability to perform subsequent actions in relation to these computational operations. Is able to assemble and analyze information and make written reports and records in a concise, clear and effective manner.

Human Interaction: Requires the ability to provide guidance, assistance and/or interpretation to others on how to apply procedures and standards to specific situations. Knows how to maintain effective leaderships with personnel of other departments, professionals and members of the public through contact and cooperation. Is able to provide effective employee leadership and supervision as assigned. Is able to help coordinate division activities with others in order to accomplish goals and complete projects.

Equipment, Machinery, Tools and Materials Utilization: Has knowledge of the standard tools, equipment, and materials of the trade. Has skill in the care and use of required tools and equipment. Is able to make repairs and adjustments to equipment. Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions, including a backhoe, bobcat, forklift, pumps, dump truck, hand and power tools, computer, etc.

Verbal Aptitude: Requires the ability to use a wide variety of reference and descriptive data and information.

Mathematical Aptitude: Has the mathematical ability to handle required calculations. Requires the ability to perform addition, subtraction, multiplication and division; to calculate decimals and percentages; to calculate surface areas, volumes, percent of fall, weights and measures.

Functional Reasoning: Requires the ability to apply principles of rational systems. Ability to interpret instructions furnished in written, oral, diagrammatic or schedule form. Ability to exercise judgment to adopt or modify methods and standards to meet variations in assigned objectives. Is able to read and interpret technical plans/materials pertaining to the responsibilities of the job.

Situational Reasoning: Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against measurable or verifiable criteria. Is able to take initiative to complete the duties of the position without the need of direct supervision. Has the ability to plan, organize, and prioritize daily assignments and work activities.

ADA COMPLIANCE

Physical Ability: Tasks involve the ability to exert very heavy physical effort in very heavy work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching and crawling, and some lifting, carrying, pushing and/or pulling of heavy objects and materials (up to

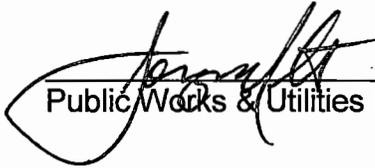
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100 pounds) and occasionally heavier items (100 pounds or over). Requires sufficient hand/eye coordination to perform skilled movements, as in mechanical repair work.

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

Environmental Factors: Tasks require exposure to temperature extremes, smoke/dust/pollen, strong odors, wetness/humidity, toxic/poisonous agents, electric currents, machinery hazards, traffic hazards, and noise extremes.

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.


Public Works & Utilities Director

7/22/16
Date