

City of Dunedin, Florida
Class Description

JOB TITLE: Public Services Foreman
Public Works and Utilities Department
Public Services Division – Streets/Stormwater 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 roadway and stormwater infrastructure. Assists the crews in the completion of projects. 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 personnel. Supervisory duties include scheduling projects; instructing; assigning projects, reviewing and planning work of others; maintaining standards; coordinating activities; allocating personnel; processes payroll information, assisting in the selection of new employees; acting on employee problems; and recommending disciplinary action.

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

Receives, inspects and investigates complaints and related street and stormwater problems or issues.

Reviews work requests and issues work orders. Orders and picks up supplies and equipment required for daily tasks.

Schedules projects with the Public Services Supervisor.

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 seminars and meetings as required.

Requires on-call rotation.

Operates and performs maintenance on equipment in the field or in shop.

Coordinates projects with other departments.

ADDITIONAL JOB FUNCTIONS

Create and respond to emails in a timely manner communicating information.

Performs repairs to infrastructure.

Performs related duties as required.

MINIMUM TRAINING AND EXPERIENCE

Requires an Associate's degree in industrial management, business or related field with three years of experience in roadway and/or stormwater work; [with two years of prior supervisory experience].

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

SPECIAL REQUIREMENTS

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

Must possess Certification in "Maintenance of Traffic" (MOT).

Storm water Level I & II certifications.

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Florida Department of Environmental Stormwater Management Inspector
Certification preferred.

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 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 the ability to utilize knowledge of managing subordinates to provide effective leadership and goal oriented guidance toward quality project completion. Understands the estimating process and is capable of accurately calculating costs to complete projects.~~ Has knowledge and advanced skill in various trades. ~~Has knowledge of the methods, tools and materials of the facilities maintenance services. Is able to supervise, motivate and evaluate the performance of employees. Has skill in the care and use of required tools and equipment. Is able to make minor repairs and adjustments to equipment.~~ Clearly understands any occupational hazards and adheres to all safety precautions inherent in performing the essential functions of the work. ~~Has knowledge of required mathematics.~~ Is skilled in applying a responsible attention to detail as necessary in preparing simple records and reports. ~~Is able to read and interpret various materials pertaining to the responsibilities of the job. Is able to take the initiative to complete the duties of the position without the need of direct supervision. Is able to use independent judgment in performing routine tasks. Has the ability to plan, organize and prioritize daily assignments and work activities. Is able to offer assistance to fellow employees as necessary.~~ Has the ability to learn and utilize new skills and information to improve job performance and efficiency. ~~Knows how to perform duties in a courteous manner and with the utmost integrity in the best interest of the public. Has the ability to speak and understand the English language~~

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to arrange, compare, count, differentiate, measure and/or sort data and/or information. Includes judging whether readily observable functional, structural or compositional characteristics are similar to or divergent from prescribed standards, procedures or routines.

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 technical levels. Has the ability to utilize knowledge of managing subordinates to

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provide effective leadership and goal oriented guidance toward quality project completion. Is able to supervise, motivate and evaluate the performance of employees. Is able to offer assistance to fellow employees as necessary. Knows how to perform duties in a courteous manner and with the utmost integrity in the best interest of the public.

Equipment, Machinery, Tools and Materials Utilization: Requires the ability to use, operate and/or handle a variety of related heavy equipment and tools and various office machinery. Has knowledge of the methods, tools and materials of the Streets/Stormwater Section. Has skill in the care and use of required tools and equipment. Is able to make minor repairs and adjustments to equipment.

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

Mathematical Aptitude: Has knowledge of required mathematics. Requires the ability to perform addition, subtraction, multiplication and division, to calculate decimals and percentages, utilize descriptive statistics, and apply college level algebra, trigonometry, and geometry. Understands the estimating process and is capable of accurately calculating costs to complete projects.

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 judgment concerning choices of action. Is able to read and interpret various materials pertaining to the responsibilities of the job.

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 the initiative to complete the duties of the position without the need of direct supervision. Is able to use independent judgment in performing routine tasks. Has the ability to plan, organize and prioritize daily assignments and work activities.

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.

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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.

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

Date