

Foreman , Pubic Works & Utilities Department

City of Dunedin, Florida

Class Description

JOB TITLE: Foreman

Public Works and Utilities Department

Solid Waste Division

GENERAL STATEMENT OF JOB

Under general supervision and direction, supervises, coordinates, and participates in residential, commercial and recycling services for the safe, daily collection and disposal of City solid waste. Performs related administrative work as required. Reports to the Solid Waste 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.

Assists the Supervisor by applying leadership and supervision to the Solid Waste Driver Loaders ensuring the safe collection and disposal of City waste and recycling.

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

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

Answers two-way radio for drivers and records information provided. Identifies and resolves customer complaints.

Troubleshoots and resolves potential delivery and pick-up problems before they result in service issues.

Identifies and plans deployment for increases/decreases in route volumes, shifting resources in response to seasonal and other fluctuations.

Calculates vehicle down-time; route tonnage cost and trip mileage; Records recyclable materials for reimbursements.

Foreman , Pubic Works & Utilities Department

Coordinates the end-of-day check-in process, capturing and communicating key service, safety, and equipment issues. Prepares end-of-day work logs for billing.

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

Reviews and analyzes documentation related to route operations, following-up where appropriate.

Assists in determining daily level of driver staffing to provide best mix of responsiveness and productivity.

Operates heavy equipment and trucks as required for the daily collection, transport and management of solid waste and recyclable materials.

Assists in working with customers on recycling options.

Acquires and coordinates temporary workers assigned to assist drivers on routes, as needed.

Responds to and assists with cleanup efforts after special events, natural disasters and storms as directed. Irregular hours may be involved due to weather, equipment failures and maintenance of daily schedules.

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

Attends training seminars and meetings as required.

ADDITIONAL JOB FUNCTIONS

Maintains clean and orderly work areas.

Performs routine office work as required, including but not limited to attending meetings, answering the telephone, dispatching crews, typing reports and correspondence.

Performs related duties as required.

MINIMUM TRAINING AND EXPERIENCE

Requires a high school diploma or GED with three years of experience in solid waste, and/or the operation of heavy equipment, or an equivalent combination of education, training and experience that provides the required knowledge, skills and abilities.

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

Foreman , Pubic Works & Utilities Department

SPECIAL REQUIREMENTS

Must obtain valid Florida Class "B" CDL within three months of employment.

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 Foreman position. Has knowledge of the principles and practices of solid waste and recycling services, and heavy equipment operations. Is skilled in applying a responsible attention to detail as necessary in preparing reports and records. Has the ability to learn and utilize new skills and information to improve job performance and efficiency. Clearly understands any occupational hazards and adheres to all safety precautions inherent in performing the essential functions of the work. Is able to perform job duties in an uncomfortable physical environment as required. Has the ability to speak and understand the English language. Knows how to perform duties in a courteous manner and with the utmost integrity in the best interest of the public. Knows how to maintain effective relationships with personnel of other departments, professionals and members of the public through contact and cooperation.

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.

Human Interaction: Requires the ability to provide guidance, assistance and/or interpretation to others on how to apply procedures and standards to specific situations. Is able to offer assistance to fellow employees as necessary. Is able to provide effective leadership and supervision as assigned. 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 operate, maneuver and/or control the actions of equipment, machinery, tools and for materials used in performing essential functions. Also requires the ability to use, operate and/or handle equipment such as a computer, copier, fax machine, telephone. Has knowledge of the standard tools, materials and practices of the trade. 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.

Foreman , Pubic Works & Utilities Department

Mathematical Aptitude: Has knowledge of basic mathematics. Requires the ability to perform addition, subtraction, multiplication and division; to calculate decimals and percentages; to use basic geometric principles.

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 independent judgment to adopt or modify methods and standards to meet variations in assigned objectives. Has the ability to comprehend, interpret and apply regulations, procedures and related information. Is able to read and interpret various materials pertaining to the responsibilities of the job.

Situational Reasoning: Requires the ability to exercise the judgment required in situations characterized by repetitive or short-cycle operations covered by set procedures or sequences. 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 routing tasks. Has the ability to plan, organize and prioritize daily assignments and work activities.

ADA COMPLIANCE

Physical Ability: Tasks involve the ability to exert heavy physical effort in heavy work, typically involving some combination of climbing, balancing, stooping, kneeling, crouching and crawling, and which involve some lifting, carrying, pushing and/or pulling of objects and materials (up to 100 pounds).

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

Environmental Factors: Some tasks require exposure to adverse weather conditions, temperature extremes, wetness/humidity, smoke/dust/pollen/dirt, confined spaces, disease/pathogens, strong odors, machinery hazards, traffic hazards.

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 / City Engineer

4/21/16
Date