



The City Beautiful

City of Coral Gables Job Description

Job Title: Senior Foreman
Department: Public Works - ROW
Classification: 3011
Pay grade: 19C
FLSA: Non-Exempt

Prepared Date: 5/2014
Approved By: Elsa Jaramillo-Velez
Approved By: Ernesto Pino



Summary

This is a supervisory position responsible for but not limited to the maintenance and repair of the City's right-of-ways including sidewalks, waterways, and streets. The position involves extensive public contact with City Staff, elected officials and the public. Excellent communication skills are a must. Exercises initiative, decision-making, and independent judgment under the general direction of an Assistant Director and/or Director.

Essential Duties and Responsibilities

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification.

Responsible for overseeing, directing and planning work and activities for crews and contractors performing maintenance, including street sweeping, repairs, construction projects, and working special events. Supervises and trains crew workers.

Schedules and assigns work. Checks work orders. Troubleshoots and resolves problems.

Acts as a liaison between crews, the public and other departments. Receives and responds to complaints.

Reviews crew's daily reports and ensures that crews are effectively and efficiently performing their daily tasks. Implements corrective measures where necessary.

Assists with the preparation of employee performance evaluations.

Supervises the assignments, operation, maintenance and repair of equipment.

Assists with special projects.

Prepares incident reports, accident reports and various division reports. Maintains files and records.

Provides policy recommendations to increase the performance and efficiency of the operation.

Responds to after-hours emergencies as necessary.

Conforms with and abides by all regulations, policies, work procedures and instructions.

Conforms with all safety rules which include wearing and using all appropriate safety equipment.

Conducts safety meetings.

Performs other related tasks as required.

Knowledge, Skills, and Abilities

Knowledge of departmental policies and procedures. Knowledge of City Personnel Rules and Regulations. Knowledge of the practices, techniques, materials and equipment used by division crews. Knowledge of supervisory techniques. Knowledge of the hazard and applicable safety precautions of work. Ability to plan, train and direct crew activities. Ability to supervise and train subordinates. Ability to keep records and prepare reports. Ability to drive, understand, and manage the tools, equipment and vehicles used by crews. Ability to determine preventive maintenance needs. Ability to resolve problems. Ability to communicate effectively in English, orally and in writing. Ability to supervise the work of others in a manner conducive to full performance and high morale. Ability to establish and maintain effective working relationships with subordinates and other employees, contractors and the general public. Ability to work outside under adverse weather conditions

Physical Requirements

Must have the use of sensory skills in order to effectively communicate and interact with other employees, contractors and the public through the use of telephone and personal contact as normally defined by the ability to see, read, talk, sit, stand, hear, perform hands to fingers dexterity, handle, feel or operate objects, read and write English. Must have the physical capability to effectively use and operate various items of office equipment such as but not limited to personal computers, calculators, copiers and fax machines.

Work is both indoors and outdoors and will involve inspection of various buildings and recreation areas. Must be able to lift, carry and or push articles weighing up to 50 pounds. Must be able to wear hard hat/helmet, safety glasses, safety shoes and gloves. Exposure to extreme temperatures, noise, heights and dust are common. Must have the physical ability to climb stairs, reach above and below shoulders, walk and bend.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Minimum Education and Experience

High school diploma or equivalent.

Graduation from Trade or Technical school is preferred.

Ten years related experience in right-of-way maintenance and/or construction, to include three years of supervision.

A combination of experience and education will be considered.

Valid Florida Class E Driver's License and Class A CDL.