



The City Beautiful

City of Coral Gables Job Description

Job Title: Senior Foreman
Department: Public Works/Sanitation/Landscape Div.
Classification: 3011
Pay grade: 19C
FLSA: Non-Exempt

Prepared Date: 09/2014

Approved By:

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Summary

This is responsible work overseeing, directing, and planning activities for crews performing maintenance, landscaping, landscape maintenance or solid waste collection duties. Assignments vary and should not be considered routine. Extensive public contact with both City Officials and the general public. Exercises initiative, decision-making, and independent judgment under the general direction of a Superintendent.

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.

Oversees, directs and plans activities for crews performing waste collection, landscaping, landscape maintenance or the maintenance of roadways, building facilities or recreation areas. Supervises and trains Foremen, equipment operators and crew workers.

Schedules and assigns work. Checks work orders. Transports crews to work locations. Troubleshoots and resolves problems.

Conducts safety meetings.

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

Estimates costs of special City services as provided by City and notifies property owners of charges.

Interprets and explains regulations as required by the City code.

Prepares employee performance evaluations and conducts employee counseling sessions.

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

Supervises the assignment, operation, maintenance and repair of equipment.
Assists with special projects.

Determines and responds to preventative maintenance needs.

Assists cross/inter-divisionally to ensure that overall departmental goals are met.

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 hazards 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 preventative 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 read simple blue prints and working diagrams. Ability to work outside and 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 predominately outdoors and may involve inspection of various roadways, buildings, recreation and landscaped areas. Must be able to lift, carry and or push articles weighing up to 50lbs. 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 of the job.

Minimum Education and Experience

High school diploma or equivalent.

Five (5) years related experience in maintenance, solid waste collection or landscape related activities, to include three years of supervision.

Valid Florida Class B Commercial Driver's License.

CDL requirement may be waived for up to 120 days; but must be obtained by the end of the 120 days for continued employment; as long as employee has a valid Florida Driver's License.