



The City Beautiful

City of Coral Gables Job Description

Job Title: Irrigation Foreman
Department: Public Works
Classification: 3009
Pay grade: 16C
FLSA: Non-Exempt

Prepared Date: 09/2014
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Summary

Supervise crews and work independently performing design, maintenance, and installation of irrigation systems. Maintains public contact with City Officials, the general public, contractors and suppliers.

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.

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

Physically performs irrigation repair and installation tasks related encompassing pumping systems, timers, valves, solenoids, piping systems and related equipment.

Prepares employee performance evaluations and conducts employee counseling sessions.

Prepares incident reports, accident reports, purchasing requisitions and various division reports for review by Senior Foreman. Maintains records of crew activities. Enters data in computer as required to prepare reports and maintain records.

Determines and responds to preventative maintenance needs.

Conforms with and ensures that crews follow all division regulations, procedures and safety rules.

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 and comprehend blue prints, working diagrams, and technical data related to irrigation systems. Ability to work outside and under adverse weather conditions.

Knowledge of all aspects of irrigation systems including pumps, timers, valves, solenoids, piping systems and related equipment.

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.

Three (3) years experience in the installation, troubleshooting and repair of irrigation systems.

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.

A comparable amount of training or experience may be substituted for the minimum qualifications.

Must be able to read and interpret specifications and blue prints related to irrigation systems and their components.