



The City Beautiful

City of Coral Gables Job Description

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

Prepared Date: 7/2014

Approved By: Elsa Jaramillo-Velez
Glenn Kephart

Summary

This is a supervisory position that is responsible for the operation, maintenance and repair of all City sanitary and storm water utilities, including lift stations, force mains, gravity main lines, and telemetry underground structures such as manholes, valves and wet wells. The position involves extensive public contact with City Staff, elected officials and the public and excellent communication skills is a must.

Responsible for overseeing work, directing and planning activities for utility crews. Assignments vary and should not be considered routine. Exercises initiative, decision-making, and independent judgment under the general direction of the Utility 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.

Oversees, supervises, coordinates, schedules, directs, and plans activities for crews and contractors performing utility and equipment repair, maintenance and construction.

Determines, coordinates and schedules preventative maintenance needs.

Reviews SCADA information with staff to ascertain system failures and recommend improvements and assign work as necessary.

Ensures that asset information contained in permanent records, including the sanitary sewer atlas and stormwater system atlas are complete and accurate. Ensure that new assets are included in the atlas.

Reviews and provides information needed to complete sewer allocation applications.

Assists in the coordination of all emergencies related to sewer station alarms, sewer backups, force main breaks, and storm water emergencies.

Checks and approves work orders. Troubleshoots and resolves problems.

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

Assists with the preparation of employee performance evaluation and conducts employee counseling sessions.

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

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.

Trains utility workers, conducts safety meetings and assures crews wear and use appropriate safety equipment and work practices.

Responds to after-hour emergencies as necessary and creates and maintains a monthly emergency call out list for utility staff for after-hour emergencies.

Assists with special projects and 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 read blue prints and working diagrams. Ability to work outside under adverse weather conditions. Working knowledge of lift stations, force mains, gravity main lines, telemetry, underground structures such as manholes and wet wells.

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 required.

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

Complete understanding and training on SCADA telemetry systems. Safety training including confined space entry, confined space rescue, protection against blood borne diseases, OSHA safety standards and traffic safety standards.

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