

**CITY OF POMPANO BEACH
CLASS DESCRIPTION**

JOB CODE 504

UTILITY SYSTEM FOREMAN

GENERAL

Supervise and perform work in the maintenance, repairs and construction of water and sewer lines, services and appurtenances.

EXAMPLES OF ESSENTIAL DUTIES

The examples as listed are descriptions of essential functions and are not necessarily all inclusive. The omission of an essential function of work does not preclude management from assigning duties not listed herein. Assigned duties, which are essential function of work not listed herein, are permissible if such functions are a logical assignment to the position.

- Assigns, supervises and assist in the work of a crew in the construction, installation, repair and maintenance of water and sewer lines, service connections and appurtenances.
- Inspects work for progress and for conformance to established standards.
- Advises field crew in techniques and practices. Reviews crew progress.
- Reviews and approves requests for materials, supplies and tools.
- Studies work reports, efficiency of equipment and system facilities and makes recommendations for improvements to his supervisor.
- Applies improved work procedures to assure safety and efficiency of operations, reports unusual problems to the Superintendent and suggests possible solutions.
- Assists in developing plans for maintenance and repair work.
- Supervises inventory operations and the replenishing of tools and supplies.
- Assists with the budget preparation.
- Transports men, tools, equipment and materials to and from job sites.
- Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of the materials, methods, practices and equipment used in the construction, maintenance and repair of water distribution and sanitary sewer collection systems.
- Knowledge of the principles and practices of civil engineering as applied to water and sewer line construction, maintenance and repair.
- Knowledge of software programs, such as Microsoft Office Suite and the ability to use personal computers with GIS Mapping systems.
- Ability to plan, lay out and supervise the work of subordinate foremen and other skilled and unskilled workers.
- Ability to deal effectively and courteously with City officials and the general public.
- Ability to estimate amounts of materials and equipment required for future operations.
- Ability to supervise the maintenance of records and to prepare activity reports.
- Ability to establish and maintain effective working relationships.
- Ability to serve the public and fellow employees with honesty and integrity in full accord with the letter and spirit of all city ethics and conflicts of interest policies. A strong understanding of ethical behavior is required.

- Ability to establish and maintain effective working relationships with the general public, co-workers, city officials and members of diverse cultural and linguistic backgrounds regardless of race, religion, age, sex, disability or political affiliation.
- Ability to maintain regular and punctual attendance.

MINIMUM QUALIFICATIONS

High school diploma or equivalent, college course work desired. Supervisory experience required.

Must possess a State of Florida Distribution Operator Level 2 certification; Level 1 desired. Must possess Florida CDL Class “B” driver’s license with tanker and air brake endorsements. Certifications/licenses required at time of application. Consideration will be given to applicant with higher licensure. This is a Lean Six Sigma Utility; a White Belt must be obtained within 12 months of hire.

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

PHYSICAL REQUIREMENTS

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Must pass pulmonary function test and be physically capable of using respirators and self-contained breathing apparatus. Ability to see, read, talk, hear handle or feel objects and controls. Labor intensive position with the ability to stand, walk, move, climb, carry, bend, kneel, crawl, reach, push and pull. Ability to perform moderate moving up to 50 lbs. on a regular basis and occasionally perform moving up to 75 lbs.

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

SPECIAL REQUIREMENTS

Possession of a valid, appropriate driver's license (Class B) and an acceptable driving record.

Rev. 10/22

Bargaining Unit: Bargaining

FLSA: Non-Exempt

Classification: 23/42

Location: Utilities Department

GERS: Regular Class