

**CITY OF POMPANO BEACH  
CLASS DESCRIPTION**

**JOB CODE 500**

**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**

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or 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.
- 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 acquire commercial Class "A" driver's license within 6 months of appointment.
- 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 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.

## **MINIMUM QUALIFICATIONS**

High school diploma or equivalent required, college course work a plus. Must have at least five (5) years' experience in maintenance or construction work in the particular field of work in which assigned. Must possess a current State of Florida Department of Environmental Protection Distribution System Operator Level II license at the time of application, Level I preferred. Must be able to work outdoors with exposure to adverse weather conditions, fumes, dust and machinery hazards. Valid Florida driver's license. Must possess a valid Florida Class "A" Commercial Driver's License with tanker and air brake endorsements within six (6) months of employment. Some experience in operating maintenance and construction machinery and equipment, overseeing other workers, and in making decisions in the field. Candidates must possess effective communication skills with the ability to speak, write and understand English. Must be able to operate a computer and Microsoft Office.

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. Significant standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, and handling, pushing, and pulling. Ability to lift up to 50 lbs.

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

**Bargaining Unit: Bargaining**

**FLSA: Non Exempt**

**Classification: 23/42**

**Location: Utility Department**

**GERS: Regular Class**

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