

MAJOR FUNCTION

This is complex supervisory work overseeing crews performing advanced maintenance and construction activities for the City's public infrastructure within rights-of-ways and easements including, but not limited to, water and sewer utilities, streets and sidewalks, and drainage systems. The UUPI Foreperson III must be highly knowledgeable of these systems and related assets, and often serves as the primary contact for customers and citizens impacted by their work. The individual in this position often self-performs advanced maintenance and construction tasks, operates heavy equipment, reviews and supplies critical records and data with recommendations to engineering professionals for project design, and is responsible for providing advanced on-the-job training and orientation to the crew members. This role requires advanced decision-making with the need to exercise discretion and independent judgment. Work is performed under the general supervision of a Chief or Supervisor and performance is reviewed through observations, inspections, and results obtained.

ESSENTIAL AND OTHER IMPORTANT JOB DUTIES

Plan, schedule, and coordinate work activities for crews to meet advanced production standards. Reference detailed drawings, blueprints, GIS data, and work orders to establish comprehensive work objectives and scope. Obtain necessary materials and supplies for current jobs and place special orders for critical items. Ensure safety precautions for the protection of the crew, environment, and public, especially during high-risk operations. Lead or perform the most advanced maintenance and construction tasks, including specialized concrete work and utility system inspections. Operate and maintain heavy equipment such as excavators, backhoes, and dump trucks. Respond to and investigate citizen concerns related to utility maintenance and construction activities. Ensure public notice is given for planned maintenance or construction work that impacts them. Input data into Data Tracking Systems and complete comprehensive administrative tasks, such as detailed recordkeeping and reports. Provide advanced on-the-job training to new employees and support their career progression. Keep accurate time and work records. Complete performance evaluations for all assigned personnel.

Other Important Duties

Recommend and coordinate development and training opportunities for supervised staff. May serve on Career Progression evaluation panels and other committees. Perform special assignments as needed. Work on call, after hours, and during emergencies as assigned. Perform related work as required.

DESIRABLE QUALIFICATIONS**Knowledge, Abilities and Skills**

Extensive knowledge of utility, public infrastructure, and drainage maintenance and construction principles and practices. Ability to instruct others in the use of advanced tools and equipment and recognize complex occupational hazards. Ability to maintain control during emergencies until relieved by management. Skill in operating computers and related programs for advanced job performance.

Minimum Training and Experience

Possession of a high school diploma or equivalent recognized certificate and five years of skilled experience in construction or maintenance in the area of assignment.

Necessary Special Requirements

At the time of appointment, must possess a valid Class E State driver's license; or must possess the appropriate State Commercial Driver's License (CDL) and endorsement(s) appropriate for the vehicle(s) to be operated; or must have passed the appropriate written CDL test/endorsement(s) and obtained a CDL permit and within 60 calendar days from date of employment, must obtain the appropriate CDL license as a condition for continued employment. Applicable as may be required for the designated positions allocated to this class.

For designated positions allocated to this job class, applicants must obtain the Florida Department of Transportation Intermediate Maintenance of Traffic certification within six months of initial appointment and maintain certification as a condition of continued employment in the position.

For designated positions assigned to this class, must possess a valid Water Distribution System Operator Level III license in accordance with the Florida Department of Environmental Protection regulations, or a valid Wastewater Collection Class C license, as designated for the position, and maintain the license as a condition of continued employment in the position.

Established 08-22-24