

**MAJOR FUNCTION**

This is complex supervisory work overseeing crews performing maintenance and minor construction activities for the City's public infrastructure within rights-of-way and easements including, but not limited to, utility services, streets and sidewalks, and drainage systems. The UUPI Foreperson II must be well-versed in these systems and related assets, and often serves as the primary contact for customers and other citizens impacted by their work. The individual in this position often performs the more complex maintenance and minor construction tasks, operates equipment on job sites, reviews and supplies records and data for engineering professionals for project design, and is responsible for providing on-the-job training and orientation to the crew members. This role requires complex 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 crew to meet complex production standards. Reference drawings, blueprints, GIS data, and work orders to establish clear work objectives and scope. Obtain necessary materials and supplies for current jobs, and place special orders for back-ordered items. Ensure safety precautions for the protection of the crew, environment, and public. Lead or perform the more challenging maintenance tasks, including 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 activities. Ensure public notice is given for planned maintenance work that may impact them. Input data into Data Tracking Systems and complete administrative tasks, such as recordkeeping and reports. Provide on-the-job training to new employees and support their career progression. Keep accurate time and work records. Complete performance evaluations for assigned crew members.

**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**

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

**Minimum Training and Experience**

Possession of a high school diploma or equivalent recognized certificate and four 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.

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