

**MAJOR FUNCTION**

This skilled laborer work with limited supervision, assisting a foreman in the performance of supervisory work, directing an assigned phase of construction, maintenance, and/or repair programs. Work is performed under the direct supervision of a foreman.

**ESSENTIAL AND OTHER IMPORTANT JOB DUTIES****Essential Duties**

Assists the foreman in supervising the construction of streets, walks, parking areas, underground utilities and similar projects. Assists in coordinating the work of equipment, such as bulldozers, draglines, graders, mowers; the work of tradesman and laborers to complete the assigned tasks. Gives subordinates instructions and advice on difficult problems and personally operates various equipment. Performs and directs activities and workers involved in various building and grounds maintenance tasks. Supervises the semi-skilled laborers in carpentry, masonry, concrete and sewer work. Inspects equipment. Makes determinations on the job site on how to use equipment and men in the absence of the foreman. Instructs subordinates in safety practices and proper procedures for work. Performs related work as required.

**Other Important Duties**

Disseminates general informational items to assigned crew members. May keep operating records and makes reports to foreman or administrative staff. Performs related work as required.

**DESIRABLE QUALIFICATIONS****Knowledge, Abilities and Skills**

Considerable knowledge of the sub-professional construction and maintenance work involved in a comprehensive municipal construction, repair and maintenance program. Considerable knowledge of materials, equipment and supplies used in this work. Ability to plan, assign and lead the work of unskilled and semi-skilled personnel. Ability to understand, interpret, and effectively carry out complex oral and written instructions. Ability to read simple blueprints and plans. Ability to keep operating records and prepare reports. Ability to perform work out-of-doors, occasionally under adverse weather conditions. Skills in the application of sub-professional maintenance repair and construction techniques. Skills in the care and use of pertinent tools and equipment.

**Minimum Training and Experience**

Ability to follow either oral or written instructions, and six months of experience in a field related to the position assignment.

**Necessary Special Requirements**

At the time of appointment, 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 at the time of appointment and obtain the appropriate CDL licensure within 60 calendar days from date of employment as a condition for continued employment.

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 employment and maintain this certification as a condition of continued employment in the position.

Revised: 03-15-79  
02-08-90  
09-25-92  
02-05-99  
11-29-00  
03-16-04  
11-02-05  
09-08-08  
02-12-11\*