

MAJOR FUNCTION

This is supervisory work in the more complex construction and maintenance operations of drainage, landscape and tree maintenance, gas, parks, streets, wastewater, water, and other operations. Work requires the supervision of men and major items of construction equipment in construction and maintenance activities. Foreman II does more responsible work utilizing special knowledge, abilities and skills, with less working supervision than positions assigned to the Foreman I class. An important responsibility is frequently the training and coordination of work force, materials, earth moving equipment and other motorized equipment. All work is assigned by designated supervisor who checks it in process and upon completion, and gives detailed supervision to the more technical phases.

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

Supervises TV inspections and smoke testing of sanitary sewer lines; supervises street operations in maintaining, cleaning and constructing streets, sidewalks, alleys, storm sewers, catch basins, and sanitary sewers and tree maintenance and removal along the City's rights-of-way; makes work assignments, assists and instructs personnel in equipment operation and maintenance; checks all work and operates equipment. Supervises the street marking crew; lays out prints of streets for marking; checks accident reports; recommends streets to be marked; assists in field surveys. Supervises and personally performs the more difficult work in the planting, propagating, cultivating, trimming, care and treatment of trees, shrubs, flowers and lawns in parks and parkways; supervises the assignment, use, maintenance and repair of park equipment and special recreation facilities; entailing direction of maintenance crews, equipment operators and groundskeepers. Supervises the repairing of service water leaks. Supervises the repair of broken water transmission lines. Supervises the construction of new water mains, hydrants, taps, and new services. Operates equipment as necessary. Supervises crews in lift station maintenance and sewer line repair; supervises maintenance and repair in sewage system. Supervises the laying of gas lines and installing and repairing gas meters. Investigates complaints, leaks and high bills; cleans, overhauls and assists in calibration of gas meters. Supervises public facilities maintenance and construction activities, as well as the performance of the more difficult work in the maintenance of all public facilities; supervises the assignment, use, maintenance and repair of equipment, entailing direction of maintenance crews. Ensures all safety procedures are adhered to. Recommends selection, advancement, transfer, discipline, dismissal and grievance adjustment for supervised staff. Conducts performance reviews and recommends the approval or disapproval of merit increases. Performs related work as required.

Other Important Duties

Recommends development and training opportunities for supervised staff and coordinates staff's attendance at same to insure uninterrupted work flow. Performs related work as required.

DESIRABLE QUALIFICATIONS**Knowledge, Abilities and Skills**

Considerable knowledge of the specific department methods, operating rules, and equipment of construction and maintenance; the types and use of public works equipment related to general construction and maintenance; effective supervisory techniques. Knowledge of the special operating characteristics and maintenance requirements of the area to which assigned. Ability to plan, schedule and supervise personnel and equipment; ability to establish and maintain effective working relationships as necessitated by the work. Ability to understand and transmit oral and written instructions and to read working diagrams, sketches and simple blueprints. Ability to keep records

and prepare reports. Physical strength and agility sufficient to work out of doors, occasionally under adverse weather conditions.

Minimum Training and Experience

Possession of a high school diploma or an equivalent recognized certificate and four years of skilled level experience in construction or maintenance in the area to which the position is assigned or another closely related area, including at least six months experience serving as a lead worker on a crew or as crew leader; directly related experience may be substituted on a year-for-year basis for the required education.

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.

Electric: For positions assigned to the electric power plants, applicants must be medically certified to wear a respirator and successfully pass a respirator fit test prior to employment.

Parks, Recreation & Neighborhood Affairs: Designated positions allocated to this class are required to obtain a Lawn and Ornamental Certification within six months of initial employment and maintain same certification as a condition of continued employment.

Community Beautification and Waste Management: Designated positions allocated to this job class, applicants must obtain the Florida Certified Horticultural Professional certification within 90 days of employment and maintain the certification as a condition of continued employment in this job class. Designated positions allocated to this job class, applicants must obtain the Florida Department of Agriculture Right-of-Way Pest Control license within six months of employment and maintain the license as a condition of continued employment in the position. Designated positions allocated to this job class, applicants must obtain the City of Tallahassee Turf and Landscape Fertilizer Certification within six months of employment and maintain the certification as a condition of continued employment in the position. Designated positions assigned to this job class are required to obtain the FEMA ICS 100, 200, 700 800 certifications within six months of initial employment and maintain same certification as a condition of continued employment. Designated positions assigned to this job class are required to obtain the Florida Department of Environmental Protection qualified Stormwater Management Inspector certification within six months of initial appointment and maintain same certification as a condition of continued employment.

Underground Utilities: For designated positions allocated to this class must possess at the time of appointment 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.

Other positions assigned to this class may require acquisition or possession of a specific occupational license or certification at the time of appointment, as designated by the Department Director.

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