

**MAJOR FUNCTION**

This is skilled supervisory work overseeing crews performing maintenance activities for the City's public infrastructure, within rights-of-way and easements including, but not limited to, streets and drainage systems. The UUPI Foreperson I is knowledgeable about these systems and related assets and often serves as the initial contact for customers and citizens affected by their work. The individual in this position also performs some of the maintenance tasks, operates equipment on job sites and is responsible for providing on-the-job training and orientation to the crew members. The role requires moderate decision-making, with the need to exercise discretion and independent judgment. Work is performed under the general supervision of a Chief and performance is reviewed through observations, inspections, and results obtained.

**ESSENTIAL AND OTHER IMPORTANT JOB DUTIES**

Plan, schedule, and coordinate work activities for the crew to meet production standards. Reference work orders to establish clear work objectives. Obtain necessary materials and supplies for current jobs. Enforce safety precautions to protect the crew, the environment, and the public. Inspect stormwater facilities for needed repairs and perform or lead the maintenance tasks, including maintaining vegetation from stormwater facilities, and remove sediment from ditches Operate and maintain heavy equipment such as Kaiser Mower, Aebi Mower, Dump Truck, Crew Truck, and Trailer. Respond to citizen concerns related to utility maintenance activities and make referrals as needed. Input data into Data Tracking Systems and complete administrative tasks, such as recordkeeping and basic 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**

Coordinate development and training opportunities for supervised staff. 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**

Knowledge of the principles and practices of utility, public infrastructure, and drainage maintenance. 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 three 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

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