

# City of Webster

85 East Central Blvd.  
Webster, FL 33597  
(352) 793-2073



## **Position: Public Works Maintenance Foreman**

### **Job Characteristics**

This is a field supervisory position that performs a variety of installation, maintenance, and repair duties in the operation and maintenance of the City's transportation system including streets, sidewalks, alleys, curbs, gutters, signs, and markings. Work on the City's Utility Systems (water, sewer drainage). Public Works Maintenance Foreman is a semi-skilled level core position within the Operations Division that requires employees to learn to perform basic transportation work and to demonstrate active and self-initiated learning and a progressively improving knowledge of street operations and maintenance technology. Must be able to perform heavy manual work involving semi-skilled maintenance tasks within the City. Work is to be performed in accordance with specific instruction and defined procedures. Routine tasks are performed with independence and more difficult work is performed under supervision.

### **Examples of Machine, Tools and Equipment**

Hand tools such as shovels, rakes, hammers, saws, pipe wrenches, etc.; power tools such as chain saws, lawnmowers, power saws, tapping machines, jack hammers, etc.; small equipment such as sprayers, air compressors, etc.; large equipment such as tractors, dump truck, back hoe and front end loader.

### **Supervision Received**

Reports to Public Works Director

### **Essential Job Functions**

This is a field supervisory position that participates hands on in the installation, maintenance, repair of asphalt, concrete, pipe, signs, guardrails, and landscaped areas. Perform assessments, troubleshoot and identify system problems. Perform duties as part of a work crew during emergency repairs. Assist with excavation activities. Operate a variety of hand and power tools, heavy equipment and other pieces of equipment. Comply with pertinent safety standards, traffic laws, traffic control policies, applicable State and Federal requirements, ordinances, and rules while performing tasks. Perform preventative maintenance and minor repairs on equipment. Perform maintenance on utility equipment as needed. Take and record various readings such as meters, equipment, pumps, etc. Perform inspections and guide contractors working for the City. Perform investigations regarding customer's concerns. Perform maintenance and repair on the city's utility systems. The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

**Duties:**

- Plan, organize, manage, assist and supervise the operation and maintenance of the water and sewer systems, streets, grounds and equipment.
- Relate compliance matters to the Director and work with other City personnel to ensure compliance with State laws and regulations.
- Schedule the work of subordinates and determine needs for equipment and materials. Ensure that such items are delivered to the job site.
- Ensure proper safety procedures are followed and conduct on-site safety meeting with work crews.
- Train new workers in assigned tasks when necessary.
- Investigate complaints made by members of the public and make recommendations for corrective measures.
- Mow, edge, string trim and trim hedges on City properties.
- Bush hog large areas with tractor and bush hog mower.
- Preventative maintenance and repair equipment as need or per manufactures specifications.
- Read water meters.
- Water service turn on and turn offs.
- Repairs or replaces defective meter.
- Installs new services.
- Maintain and repair water and sewer mains.
- Flush water mains.
- Exercise and repair water and sewer valves.
- Checks the lift stations.
- Responds to emergency maintenance calls on equipment.
- Mowing and trimming or right of ways
- Maintains a log of all work done
- Any other duties assigned by the Department Director and/or designee.

**Requirements:****Knowledge, Abilities and Skills**

- Computer skills
- Skill in reading and understanding construction plans and blue prints
- Ability to establish and maintain effective working relationships with employees, other departments, residents and work in a team setting.
- Ability to acquire a general knowledge of City policies and procedures as related to public works operations
- Ability to move debris, dirt or other materials from one location to another using a shovel, rake or other equipment.
- Ability to work for long periods of time, walking standing at least 75% of the time.
- Have average visual acuity necessary to prepare and inspect written documents, work product labels, information manuals or operate machinery.
- Ability to bend or stoop repeatedly or continually over time to perform maintenance services, or perform related duties.
- General knowledge of tools and equipment used in the lawn and landscaping and also water and wastewater trades.

- Ability to carry out assignments with minimum instruction; ability to adhere to prescribed routines and practices; ability to read and write; ability to drive and operate assigned equipment.

**Physical Demands**

This is heavy physical work most of the working time. Requires frequent walking, frequent standing, climbing, stooping, reaching, bending, lifting 50+ pounds, carrying/pushing/pulling 50+ pounds; good finger/hand dexterity and hand/eye coordination; good eyesight; hearing and speech or vocal communication (for Safety); working in adverse environmental conditions(heat, cold, rain, etc.) for long periods of time; regular driving and operation of assigned equipment.

**Minimum Qualifications**

High School diploma or GED equivalency; Must possess a valid Florida driver’s license; The ability to obtain a water distribution level 3 license in 18 months after employment; A demonstrated ability to read and write English is a prerequisite for employment in this position.

Note: Job Descriptions are only intended to present a descriptive summary or the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all duties** performed by individuals within this classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not convey the qualifications of incumbents within the position.

**The City of Webster, Florida is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City of Webster, Florida will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.**

**“The City of Webster maintains and enforces a drug- free workplace program. As part of this program, applicants will be required to submit to a drug and/ or alcohol screening test.”**

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**Employee**

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**Date**

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**Supervisor/Department Head**

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**Date**