



TITLE: Field Operations Foreman
JOB CODE: 2026
GRADE: 110
DEPARTMENT: Utilities
REPORTS: Underground Utilities Superintendent or Designee
FLSA STATUS: Non-Exempt
CLASSIFICATION: Essential
CREATION DATE: July 12, 2022
REVISION DATE(S): January 9, 2024

This position is Essential and is required to report to duty before, during, and immediately after a declared storm event.

POSITION SUMMARY

Under general supervision, performs skilled work supervising and participating in the installation, repair, and maintenance of water, sewer, irrigation, and appurtenances. Operates heavy equipment and vehicles for Utilities Division as needed. Oversees construction projects for Utilities Division. Trains new employees as needed. Assists other departments as necessary by directive from the Underground Utilities Superintendent. Supervision is exercised over assigned personnel.

DUTIES & RESPONSIBILITIES

The following duties are illustrative for this position. The omission of specific duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Essential functions indicated with an *.

- Supervises and participates in the work of a crew engaged in the installation, maintenance, and repair of water, sewer, storm water, and reuse lines and appurtenances.*
- Supervises and participates with staff performing construction work.*
- Inspects major projects for the Utilities Department.*
- Operates heavy trucks, boom truck, tractor/loader, skid steer, track hoe, forklift and other equipment used in Underground Utilities and related projects.*
- Repairs and replaces fire hydrants.*
- Transports, connects, and operates mobile generators during power outages.



- Locates lines and main service lines using blueprints and GIS mapping.
- Operates handheld equipment and various power tools.

MINIMUM REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience:

- Ten years' experience in water and wastewater systems construction and repair or any equivalent combination of training and experience which provides the required skills, knowledge, and abilities.
- Extensive experience performing pipe installation work and other utilities construction.
- Must have graduated from an accredited High School or GED equivalent.

Certifications, Licenses, Registrations:

- Must acquire a valid State of Florida Class "B" driver's license within 90 days.
- Requires completion within twenty-four months the acquisition of a F.D.E.P Drinking Water Distribution Level III license.
- Possession of Wastewater Collections Class "C" certificate preferred.
- Requires completion within twenty-four months the FEMA Emergency Management Institute training courses as follows: IS-100.B Introduction to Incident Command System (ICS-100), IS700.B: An Introduction to the National Incident Management System (NIMS), and IS-200.C: ICS for Basic Incident Command System for Initial Response.

Knowledge, Skills & Abilities:

- Knowledge of standard electrical and mechanical tools and test equipment.
- Knowledge of materials used in the construction and maintenance of water distribution and/or wastewater collection systems.
- Knowledge of operation, safety practices, and techniques as it relates to line construction and maintenance.
- Ability to adapt to rapidly changing priorities and conditions.
- Ability to exercise sound and independent judgment within general policy guidelines.
- Ability to oversee the work of subordinate personnel.
- Ability to make independent judgments and decisions.



- Ability to establish and maintain effective working relationships with employees and the public.
- Ability to focus on the positive in every situation.
- Ability to model respect for individuals, teams, and the organization.
- Ability to stay centered when challenged.
- Ability to communicate effectively with subordinates and superiors, both verbally and in writing.
- Ability to evaluate employees and make recommendations of their best functional abilities.
- Ability to work extended hours and weekends, as required.

PHYSICAL DEMANDS

Must be able to lift, carry, and push articles weighing up to 50 lbs. Must wear personal protection equipment where required by the manufacturer of the equipment used such as hard hat/helmet, safety glasses, goggles, safety belt, safety shoes/boots, hearing protectors, safety harness, and gloves. Able to withstand and manage exposure to extreme temperatures, animals/insects, electrical hazards, confined spaces, heights, noise, vibration, dust, vapors, fumes, mist, smoke, toxic metals, sensitizers, poisons, gases, irritants, asphyxiates, moving mechanical parts, and pathogens.

DISCLAIMER

This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice except when a policy revision is needed, in these cases the job description must go to the Board of Supervisors for approval.