



*The City Beautiful*

## City of Coral Gables Job Description

**Job Title:** Foreman  
**Department:** Public Works  
**Classification:** 3010  
**Pay grade:** 16C  
**FLSA:** Non-Exempt

**Prepared Date:** 10/15  
**Approved By:** HR/CM

### Summary

Supervise and participate with crews performing maintenance, the maintenance of building facilities recreation areas and other City facilities. Communicates effectively and respectfully with the public, City officials and staff.

### Essential Duties and Responsibilities

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification.

Schedules and assigns work necessary to maintain facilities at the highest level. Checks work orders. Troubleshoots and resolves problems.

Prepares employee performance evaluations and conducts employee coaching and counseling sessions.

Prepares incident reports, accident reports, purchasing requisitions and various division reports for review by Senior Foreman. Maintains records of crew activities. Enters data in computer as required to prepare reports and maintain records.

Determines and responds to preventative maintenance needs.

Conforms with and ensures that crews follow all division regulations, procedures and safety rules.

Performs other related tasks as required.

### Knowledge, Skills, and Abilities

Knowledge of departmental policies and procedures. Knowledge of City Personnel Rules and Regulations. Knowledge of the practices, techniques, materials and equipment used by division crews. Knowledge of supervisory techniques. Knowledge of the hazards and applicable safety precautions of work. Ability to plan, train and direct crew activities. Ability to supervise and train subordinates. Ability to keep records and prepare reports. Ability to drive, understand, and manage the tools, equipment and vehicles used by crews. Ability to determine preventative maintenance needs. Ability to resolve problems. Ability to communicate effectively in English, orally and in writing. Ability to supervise the work of others in a manner conducive to full performance and high morale. Ability to establish and maintain effective working relationships with subordinates and other employees, contractors and the general public. Ability to read simple blue prints and working diagrams. Ability to work outside and under adverse weather conditions.

## **Physical Requirements**

Must have the use of sensory skills in order to effectively communicate and interact with other employees, contractors and the public through the use of telephone and personal contact as normally defined by the ability to see, read, talk, sit, stand, hear, perform, hands to fingers dexterity, handle, feel or operate objects, read and write English. Must have the physical capability to effectively use and operate various items of office equipment; such as but not limited to personal computers, calculators, copiers and fax machines.

Work both indoors and outdoors and may involve inspection of various buildings and recreation areas. Must be able to lift, carry and or push articles weighing up to 50lbs. Must be able to wear hard hat/helmet, safety glasses, safety shoes and gloves. Exposure to extreme temperatures, noise, heights and dust are common. Must have the physical ability to climb stairs, reach above and below shoulders, walk and bend.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

## **Minimum Education and Experience**

High school diploma or equivalent.

Five (5) years related experience in the maintenance division.

Valid Florida Class B Commercial Driver's License.

CDL requirement may be waived for up to 120 days but must be obtained by the end of the 120 days for continued employment; as long as employee has a valid Florida Driver's License.

A comparable amount of training or experience may be substituted for the minimum qualifications.