



**WASTEWATER FOREMAN**  
**FLSA: Non-Exempt**  
Grade 24 \$44,025.68 - \$70,441.10

**GENERAL DEFINITION**

Employees in this classification perform technical and highly skilled work in the capacity of a working foreman in the City's Wastewater Division. These duties include the direct daily supervision of personnel and coordination of their operation, maintenance, and repair activities. Purpose of the work is to ensure the efficient operations and timely installation, maintenance or repair of wastewater collection lines, pump stations, and associated peripheral components. This employee may assist in the overall supervision of the Division in the absence of departmental management. Work is performed under the supervision of the Utilities Manager Assistant Public Works Director and/or the Public Works Director.

**ESSENTIAL JOB DUTIES**

The list of duties and functions, as outlined herein, is intended to be representative of the type of tasks performed within this classification. They are not listed in any order of importance. 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.

- Assigns, instructs, and coordinates activities of division support staff engaged in construction, operation, maintenance, repair, and servicing of the City's wastewater collection systems.
- Coordinates the utilization of labor, equipment, parts, materials, and supplies assigned to specific projects.
- Receives inquiries and complaints from the public and coordinates timely resolution; responds to emergencies involving the work and responsibilities of the Division.
- Reads and comprehends plans and drawings of utility systems and uses instruments to establish, transfer, set and maintain line and grade on construction projects or activities.
- Promotes and maintains OSHA and other employee safety and training programs and assures employee adherence and awareness of the exposures and potential hazards.
- Ensures the timely restoration of service lines through coordinating and supervising the installation of pipe, service lines, excavation, pumping, maintenance, and/or system repairs.
- Performs work of a technical nature in the installation, adjusting, testing, or operation of various components of specialized equipment in the utilities system.
- Coordinates and supervises the operation of all equipment, power tools, and vehicles.

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- Trains subordinates in safe and proper operational practices, procedures, and techniques.
- Maintains records of labor, equipment, and materials used and other essential data records specific to the Division; assists in the preparation of monthly reports.
- Performs manual labor and operates assigned equipment, tools, or vehicles as needed.
- Monitors work in progress and assists as needed; provides guidance and instruction in the more complex aspects of the work.
- Tests and inspects completed projects/tasks for adherence to work orders, job specifications, and applicable regulatory standards.
- Ensures compliance with all applicable laws, ordinances, codes, administrative, and safety policies.
- Requires regular attendance to scheduled work shifts.

**KNOWLEDGE, SKILLS & ABILITIES**

- Basic working knowledge of chemistry and math.
- Substantial knowledge and skill in principles and methods of operating assigned equipment.
- Mechanical aptitude and ability to perform installation, maintenance, and repair of wastewater collection systems, equipment and associated peripheral components.
- Ability to give clear and specific verbal or written instructions as well as to understand and follow verbal or written instructions.
- Ability to supervise small groups of employees under field conditions.
- Ability to utilize computers and standard office environment applications, e.g., word processors, spreadsheets, email.
- Communicates with co-workers, management, citizens, and others in a courteous and professional manner.
- Conforms with and abides by all departmental and City regulations, policies, work procedures, and instructions.
- Knowledge of regulatory issues affecting municipal wastewater collection systems.

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**MINIMUM ACCEPTABLE EDUCATION, TRAINING & EXPERIENCE**

High school diploma or GED equivalent; supplemented by five (5) years progressively knowledgeable experience in the wastewater collection field, with experience in a lead worker or supervisory capacity and demonstrated technical skills in the more complex aspects of the work. Must hold a State of Florida Class B Driver's License with tanker endorsement. Certification Class C Wastewater Field Technician. Position may be required to be on call, including nights, holidays, and weekends.

**PREFERRED**

Class B Wastewater Field Technician Certification.  
OSHA approved trench safety training.

**PHYSICAL REQUIREMENTS**

The City of Oakland Park is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act (42 U.S. C. 12101 et. seq.), the City of Oakland Park will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- The employee is frequently required to climb, balance, stoop, kneel, crouch, or crawl.
- Must be able to operate objects, tools or controls and reach with arms and hands.
- Must be able to remain outdoors for extended periods in high heat and humidity conditions.
- Traverse rough terrain, walk up or down stairwells, ladders, slopes or steps.
- The employee must frequently lift and/or move up to 75 pounds.
- Vision ability includes close and peripheral vision, color distinction, and depth perception.
- Ability to hear.
- Must be able to work in close and confined spaces.
- Written and oral communication skills.

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A review of this position has excluded the marginal functions of the position that are incidental to the performance of fundamental job duties. All duties and responsibilities are essential job functions and requirements are subject to possible modifications to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbent(s) will possess the abilities and aptitudes to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat of significant risk to the health or safety of themselves or others. Requirements are representative of the minimum level of knowledge, skills, and ability.

I \_\_\_\_\_ have read and acknowledge receipt of the job classification.

\_\_\_\_\_  
Employee signature

\_\_\_\_\_  
Date