

# Marion County Board of County Commissioners

## POSITION DESCRIPTION



*To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.*

### UTILITIES CONSTRUCTION FOREMAN

**Department:** Utilities  
**Pay Grade:** 112  
**FLSA Status:** Exempt  
**Job Class:** 7095  
**Risk Code:** 7580

#### JOB SUMMARY

Responsible for overseeing work in the installation of water and sewer improvements in accordance with the Marion County Land Development Code and all applicable Federal, State and County regulations or statutes. The incumbent is responsible for the proper installation of water and sewer mains and appurtenances in accordance with approved design improvement plans. The incumbent works within broad policy and organizational guidelines, independently plans and implements projects; reports progress of major activities through periodic conferences, meetings, and reports.

#### ESSENTIAL JOB FUNCTIONS

- Plans, mobilizes initiates, supervises and monitors the schedules associated with construction of utility improvements, including the submitting of cost estimates of assigned projects, resource requirements, supply requests and construction timelines.
- Reviews improvement plans and develops budget recommendations for utility construction projects.
- Supervises and performs utility installations requiring the operation of backhoes, excavators, dump trucks, pumps, generators, trailers, welding equipment, cranes, boring equipment, compactors, and other equipment as required.
- Resolves construction logistics, conflicts and problems. Organizes and submits contracts that supports the construction activities (i.e. concrete repair, asphalt repair, jack and bore, directional drilling, etc.).
- Schedules and coordinates the work of staff, subcontractors, inspectors and utility locators.

- Trains and supervises assigned personnel (Utilities Construction Specialist and Technicians) in the safe and efficient installation, testing, and certification of utility improvements.
- Performs administrative duties as required, prepares construction progress reports and maintains construction logbook, reviews permits and improvement plans, prepares evaluations and completes other reports and filing as needed. Reads blueprints.
- Monitors inventory control and orders supplies as needed. Accounts for all parts purchased for construction crew.
- Stays on call 24 hours a day via cell phone and responds to emergency calls. Performs other assignments as directed by supervisor.
- Responsible to install up to ten (10) miles of water main, or equivalent footage of wastewater force main, reclaimed water main, etc.
- Performs other related job duties as assigned.

### **SUPERVISION**

Direct and indirect supervision over an employee workforce assigned to the construction crew. This includes assigning, directing, evaluating, and reviewing work of subordinate employees. Responsibilities include providing on-the-job training; evaluating job performance, recommending selection of new staff members, promotions, status changes, discipline, planning, scheduling and coordinating work operations.

### **QUALIFICATIONS**

#### **Education and Experience:**

High school diploma or equivalent; and six (6) years' experience in utilities water and/or sewer construction or related field. Training in survey/transit equipment, compaction equipment and heavy machinery.

#### **Licenses or Certifications:**

Possession of a valid, State of Florida Commercial Class B driver's license to operate a motor vehicle.

- Requires a State of Florida Water Distribution System Operator Level 3 License and a Wastewater Collection C Certification, or the ability to achieve both within two (2) years, higher certifications desirable.
- Intermediate Maintenance of Traffic (IMOT) certification within one (1) year of appointment.

#### **Knowledge, Skills and Abilities:**

- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, construction plans and specifications, and governmental regulations.
- Ability to write reports, business correspondence, and procedure manuals.
- Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.
- Ability to calculate figures and amounts to such as discount, interest, commissions, proportions, percentages, area, circumference, and volume.

- Ability to apply concepts of basic algebra and geometry.
- Ability to understand the basic requirements associated with installing water and wastewater facilities, including the required testing procedures for the facilities.
- Ability to supervise a construction crew in a manner that meets a minimal ten (10) miles of utilities piping per year.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardized exists.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Ability to interpret complex and detailed technical data.
- Ability to potentially participate in development of policy, programs, plans, or procedures.
- Ability to study manual work processes to determine most effective methods as essential tasks.
- Knowledge of all Utilities maintenance equipment.
- Skills in attention to detail
- Skills in organization and task prioritization.
- Ability to plan, assign, monitor, and supervise work crews.
- Ability to remain calm in stressful situations.
- Ability to take a teamwork approach to the job by cooperating with others, offering to help others when needed, and considering larger organization or team goals rather than individual concerns. Includes the ability to build a constructive team spirit where team members are committed to the goals and objectives of the team.

#### **PHYSICAL DEMANDS**

The work is heavy work which requires exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects. While performing the duties of this job, the employee will regularly be required to walk, sit, use hands to finger, handle, or feel, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl, talk or hear, taste or smell; and will frequently be required to stand.

#### **WORK ENVIRONMENT**

Work is performed in various indoor and outdoor environments. While performing the duties of this job, the employee will occasionally be exposed to fumes or airborne particles and risk of electrical shock; and will frequently be exposed to moving mechanical parts and outdoor weather conditions.

***Marion County has the right to revise this job description at any time. This description does not represent in any way a contract of employment.***

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Employee Signature

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Date

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Supervisor (or HR) Signature

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Date

***E.O.E.*** Marion County does not discriminate on the basis of race, color, national origin, sex, religion, age, disability or military service in employment or the provision of services.