

MAJOR FUNCTION

This is skilled supervisory work overseeing one or more crews performing construction activities for the City's utilities, public infrastructure, or streets and drainage networks. Incumbents must be thoroughly knowledgeable of these networks and related assets, as they are often the first contact for customers and other citizens who are impacted by their work. Performs some of the more difficult construction tasks, operates heavy equipment on job sites. Supplies records and data for engineering professionals during project design. Position incumbents are responsible for providing on-the-job-training and orientation to staff supervised. Moderate decision-making responsibilities require the incumbent to exercise some discretion and independent judgment. Work is performed under the general supervision of a Chief-Utility Construction and is reviewed through observations, inspections and by results obtained.

ESSENTIAL AND OTHER IMPORTANT JOB DUTIES**Essential Duties**

Consults with Construction Chief for special directions in reference to immediate projects. References drawings, blueprints, GIS data, specifications, and work orders as necessary to ascertain scope of work required. Based on these critical factors, plans, schedules, and coordinates work activities for construction crews to meet production standards and maximize use of resources such as equipment, materials, and supplies. Obtains necessary materials and supplies for current jobs and places special orders for "hard-to-get" or back-ordered materials and supplies. Ensures that unused materials and supplies are accounted for and returned to inventory. Enforces safety precautions for the protection of assigned crew, the environment, and the public. Performs or takes the lead in performing the more difficult construction tasks, such as pouring and finishing concrete, stripping roadways, stormwater infrastructure systems and inspections of, water distribution and wastewater collection systems. Operates and maintains heavy equipment, such as excavators, backhoes, front-end loaders, 2-ton crew trucks and 12-yd. tandem dump trucks. Responds to and investigates citizen concerns related to applicable utility construction activities. Makes referrals to other areas as is applicable. Ensures that applicable notice is given to public for planned construction work that impacts them. Inputs data into data tracking systems and completes other administrative tasks such as recordkeeping and basic reports relative to material use, equipment maintenance, etc. Prepares as-built drawings and sketches to record deviations from original plans. Provides on-the-job training to new employees and supports Career Progression efforts as applicable. Assists with classroom training designed to teach the proper techniques and procedures to meet the department's minimum standards, requirements of oversight and regulatory bodies. Keeps accurate time and work records. Completes performance evaluations for assigned personnel. Serves on selection panels and makes recommendations for hire. Performs related work as required.

Other Important Duties

Recommends development and training opportunities for supervised staff and coordinates staff's attendance to insure uninterrupted workflow. May serve on Career Progression evaluation panels. Performs special assignments, as needed. Works on call, after hours and during emergencies, performing as assigned. Performs related work as required. Performs other clerical duties in the division as requested

DESIRABLE QUALIFICATIONS**Knowledge, Abilities and Skills**

Considerable knowledge of the principles and practices of utility, public infrastructure and drainage operating rules and the associated construction and maintenance regulatory requirements. Considerable knowledge of the operations of trucks, trenchers, backhoes, TV, and other equipment

used in this work. Ability to instruct others in the use of tools and equipment and the occupational hazards of the work. Ability to take charge in emergency situations and maintain control until relieved by management. Ability to establish and maintain effective working relationships, as necessitated by the work. Ability to understand and transmit oral and written instructions and to read working diagrams, GIS data, sketches, and simple blueprints. Ability to prepare simple reports and keep accurate records. Ability to assist with the design and delivery of subject specific training. Physical strength and agility sufficient to work out of doors under adverse weather conditions. Skill in the operation of computers and the related programs and applications necessary for successful job performance

Minimum Training and Experience

Possession of a high school diploma or an equivalent recognized certificate and four years of skilled level experience in utility, public infrastructure, or drainage construction or maintenance activities, including six months of experience serving as a lead worker on a crew or as crew leader.

Necessary Special Requirements

For designated positions assigned to this class, must hold the Florida Department of Transportation Intermediate Maintenance of Traffic certification.

For designated positions assigned to this class, a Florida Department of Transportation (FDOT) Maintenance of Traffic certification may be required at the department director's discretion.

For designated positions assigned to this class, must possess a valid Water Distribution System Operator Level III license in accordance with the Florida Department of Environmental Protection regulations, or a valid Wastewater Collection Class C license, as designated for the position, and maintain the license as a condition of continued employment in the position.

For designated positions assigned to this class, must complete, and maintain all required internal training, including, Operator Qualification (OQ) courses outlined by the City of Tallahassee and provided by Energy World Net. Courses from another provider may be accepted on a case-by-case basis. OQ must be maintained as a condition of continued employment.

For designated positions must possess a valid Class E State driver's license at the time of appointment and obtain a commercial learner's permit (CLP) within three (3) months from the date of appointment, as a condition of employment. Obtain a Class "A" State Commercial Driver's License (CDL) with required endorsement(s) within nine (9) months from the date of appointment, as a condition of continued employment. It is a requirement the employee register with the Federal Motor Carrier Safety Administration Drug and Alcohol Clearinghouse.

Established: 01-05-19
Revised: 09-02-20
08-25--22
06-17-24