



CITY OF  
**ST. AUGUSTINE**<sup>™</sup>  
 EST. 1565  
**PERSONNEL  
 MANUAL**

3.	Job Description
3.3	Municipal Employees
3.3.68	Foreman II, Stormwater

Job Position            Foreman II, Stormwater

Department            Utilities

Division                Stormwater Division

Job Description

Responsible for planning, assigning and directing the work of staff involved in the maintenance, repair and construction of the City Stormwater drainage system to include main lines, manholes, valves vaults, culverts, outfalls and ditches ; responsible for adhering to local, state and federal regulatory requirements, and City wide standards, goals and compliance. The individual will be responsible for maintaining records of the City’s Stormwater system. Position works closely with and overseen by the Wastewater Collections Supervisor, but considerable independent judgment is required.

Job Responsibilities

Responsible for overseeing and directing daily operations and long-term schedules of the stormwater crew using independent judgement. Trains and instructs subordinates in specific requirements and standards of work desired.

Directs and oversees assigned tasks involving utility maintenance, utility repairs and/or construction. Provides instructions to employees during maintenance, installations/construction to assure conformance of City standards and specifications.

Lays out maintenance and construction site/routes for assigned tasks. Responsible for proper safety requirements and precautions at assigned job sites. Ensures M.O.T. is set up according to D.O.T. regulations. Ensures all safety precautions and polices are observed to include Confined Space Entry, Drench Shoring etc.

Assures coordination of materials, equipment and personnel involved with specified jobs. Ensures that equipment, tools, vehicles and other items issued to him/her and subordinates/crew is maintained according to City standards. Develops material and equipment list for requisition by Supervisor.

Assists with educating and communicating with residents regarding the operation and maintenance of the City’s drainage system.

<b>ISSUE DATE</b> 10/03/2016	<b>APPROVED BY</b>  John P Regan, City Manager	<b>PAGE</b>	<b>PAGES</b>
<b>REVISION DATE</b> 10/22/2020		1	2

Job Responsibilities (continued)

Responsible for keeping accurate daily, monthly, and yearly logs and reports of site conditions, weather conditions, and maintenance programs. Performs computer data entry to input required information and maintain records using platforms such as CityWorks and GIS.

Maintains current knowledge of Federal, State, and local regulatory requirements and changes. Acquires and maintain all applicable licenses and certifications.

Responsible for maintaining reports and documenting records for vault, valve and other maintenance which must be reported to regulatory agencies.

Maintains Department and Division performance goals and guidelines are met at all times.

Executes more difficult jobs.

Prepares draft "as-built" drawings for submittal to Supervisor.

Uses laser, transit and level to verify elevations, grades and alignment of structures and piping during construction or repair projects.

Prepares reports such as daily logs, time sheets, project accounting input, work orders and material requests as directed.

Makes and adjusts work assignments of subordinates as directed by Supervisor &/or Manager. Assures timeliness of construction schedules and completion dates.

Schedules utility locates prior to construction activities.

Subject to overtime work and responds to related emergencies.

Does related work as required.

Education, Training and Experience

High School diploma or GED, supplemented by five (4) years' work experience in construction supervision and Stormwater drainage systems, or an equivalent combination of education, training and/or experience, required. MOT Intermediate Certificate and Stormwater Operator I and II, required or obtained within twelve (12) months.

Experience with Cityworks AMS and ArcGIS Online (along with related applications, such as Collector) is preferred; basic knowledge of Global Positioning System (GPS) equipment use and principles. Proven capability and experience to work independently under varying levels of direct

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Education, Training and Experience (cont.)

supervision; strong knowledge of Microsoft Office (Excel, Outlook, Word). High level of communication, organization, and customer service skills required. Must possess good knowledge of modern utility construction techniques. Must have working knowledge of materials and equipment used in utility construction. Ability to read and understand plans and blueprints. Additional trade, technical or college coursework preferred.

Driver's License Requirement: Valid Florida Driver's License Classification: B with airbrakes and Tanker endorsements.

Physical Demands

The physical demands described here are representative of those that must be met to successfully perform the essential functions of this job. The employee is regularly required to communicate and exchange information with others. This position is very active and requires standing, walking, bending, kneeling, and crouching throughout the day. The employee must frequently lift or move items up to 40 pounds and occasionally lift or move items up to 75 pounds. Specific vision abilities required include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.

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