

Title: Construction Trades Worker III

PG: 38

Status: Civil Service

Position Reports to: Construction and Maintenance Supervisor

Department: Public Works

Class Code: 7103

Date: 09/08

GENERAL DESCRIPTION OF CLASS:

This is a lead-person work directing construction and maintenance activities of a small crew servicing public works and municipal facilities. Work involves responsibility of overseeing the activities performed by subordinate employees involved in construction, maintenance, repair and/or related work. Employees in this class may operate light motor vehicles or mechanized equipment. Work is carried out according to definite plans or instructions furnished by a superior and reviewed during progress and upon completion to maintain performance according to established standards.

ESSENTIAL FUNCTIONS:

1. Supervises crews of employees engaged in general maintenance, construction, and repair activities; utility construction and maintenance; and those engaged in road and drainage construction and maintenance.
2. Supervises forming, pouring and the finishing of curbs, driveway aprons, concrete floors, concrete steps, sidewalks, construction of manholes and basins; laying of bricks and minor repairs on equipment necessary for work.
3. Supervises the installation of sanitary and storm sewer pipes and force mains.
4. Determines material, equipment and supplies needed for projects and prepares necessary documentation to obtain such, to include maintaining complete records of projects.
5. Operates equipment such as trucks, dump trucks, payloaders, pumps, backhoe and power equipment.
6. Ability to read and interpret engineering plans and drawings.
7. Assists in the in-service training of employees and assists in conducting performance evaluations on other employees on their construction crews and advises on plans for improving job performance.
8. Coordinates and inspects work performed by contractors in construction repair.
9. Inspects work sites for safety and proper signage.

ADDITIONAL RESPONSIBILITIES:

1. Performs related work as required.

KNOWLEDGE, SKILLS & ABILITIES:

1. Considerable knowledge of the equipment, material and practices used in roadway, bridge, sidewalk, storm sewer and sanitary sewer facilities construction, maintenance and repair.
2. Considerable knowledge of the applicable work safety rules and procedures.
3. Ability to plan, organize and coordinate diverse municipal construction, maintenance and repair programs and activities.
4. Ability to field-verify elevations to engineering plans and drawings.
5. Ability to read and explain complicated (complex) engineering plans and drawings.
6. Ability to establish and maintain effective working relations with subordinates, supervisors, private officials and the general public.
7. Ability to prepare required reports, documentation and correspondence.

WORKING ENVIRONMENT/CONDITIONS:

Requires working in extreme weather condition. Walking or standing the majority of the time. Must be able to lift up to 90 pounds. Requires working in confined spaces, high traffic areas and deep trenches. The job risks: exposures to high-pressure gas lines, underground high voltage electrical lines, high-pressure gas lines and hazardous environments.

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The job requires normal visual acuity, and field of vision, hearing, speaking, color perception, sense of smell, depth perception, and texture perception.

QUALIFICATIONS (EDUCATION, TRAINING AND EXPERIENCE):

1. High school diploma or its equivalent.
2. Three (3) years of experience in construction, maintenance and repair, and (1) year experience in supervising small work crews.
3. An equivalent combination of education and experience that is directly related to the foregoing specific requirements may be substituted.
4. Completion of City University Level one (1) or completion within twelve (12) months.

SPECIAL REQUIREMENTS:

1. Must possess a valid state of Florida Class (B) commercial driver's license or higher, with proper endorsements as required by the employing department.
2. May be required to work overtime, or alternate hours, as necessary for the efficient operation of the department. Position may be designated as Mission Critical by Department Director.