

SEWER MAINTENANCE FOREMAN

DISTINGUISHING FEATURES OF THE CLASS: The incumbent in this position performs a variety of supervisory, administrative and technical work directing and performing activities in the construction, maintenance, operation, repair and replacement of City sewer system and related facilities. This position involves responsibility for supervising and coordinating the work of various crews engaged in the installation, maintenance and repair of sewer mains, sewer laterals, manholes, catch basins, sewage pump stations and other sewer system fixtures. The work is performed under the general supervision of the Operations Manager. This position exercises supervision over sewer division personnel directly or through subordinate supervisors. The incumbent must be available at all times to monitor the emergency repairs of the sewer collection system as well as perform normal daily work tasks.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Supervises sewer maintenance activities and performs required labor as part of a public works crew including the installation, inspection and maintenance of sanitary and storm structures, sewer lines, manhole, lift stations, vaults and catch basins; sewer line televising, debris clearance and the removal of other blockages from creeks and streams; digging of culverts; concrete finishing for curbs, streets and sidewalks;
- Responsible to be available by phone as needed and participate in the weekly scheduled department on-call rotation;
- Reads and interprets street plans and maps for sewer pipe installation and sewer repairs;
- Inspects new construction or repairs to ensure conformance with specifications;
- Directs and supervises utility locations of all sewer systems as requested;
- Directs responses to customer complaints and other requests for service;
- Supervises and performs required labor as part of a public works crew regarding flood control activities and emergency response to localized flooding events;
- Supervises and directs all duties in conformance with appropriate safety and security standards;
- Evaluates and implements corrective actions as necessary to ensure conduct and performance of personnel conform to all City and departmental rules, regulations, and policies;
- Completes evaluations of personnel in accordance with department policies;
- Reviews and determines disciplinary recommendation of subordinate personnel;
- Prepares and reviews a variety of reports and records involving personnel, budget, maintenance orders and other specialize records;
- Attends schools, conferences and other meetings to keep abreast of current trends in the field;
- Performs related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Good knowledge of the installation, repair and maintenance of wastewater and storm water collection fixtures and equipment;
- Good knowledge of the methods, tools, materials, equipment and terminology used in a wastewater and storm water collection system;
- Good knowledge of the component structures and fixtures of a wastewater and storm water collection system;
- Good knowledge of the hazards and safety precautions involved in the work;
- Good knowledge of personal computers and office equipment;
- Skill in the care and use of tools and equipment used in the work;
- Ability to supervise and coordinate the work of others;
- Ability to understand and follow complex oral and written directions;
- Ability to prepare a variety of reports;
- Willingness to perform physical labor and work outdoors in all types of weather conditions;
- Good judgment;
- Reliability;
- Mental alertness;
- Manual dexterity;
- Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

A) Graduation from a regionally accredited college or one accredited by the New York State Board of Regents to grant degrees with an Associate's Degree (or higher) in engineering or a related field and paid fulltime progressively responsible experience in sewer and water system maintenance, construction, or repair work, with at least one year in a supervisory capacity; **OR**

B) Graduation from high school or possession of a high school equivalency diploma and three (3) years paid fulltime progressively responsible experience in sewer and water system maintenance, construction, or repair work, with at least one year in a supervisory capacity; **OR**

C) An equivalent combination of training and experience as defined by the limits of (A) and (B) above.

SPECIAL REQUIREMENTS:

Possession of a valid New York State driver's license at time of appointment and for the duration of employment.