



## CITY OF PEMBROKE

# Water/Wastewater Maintenance Foreman

## Public Works

PW/7

### JOB SUMMARY

This position is responsible for supervising and participating in the work of a crew of personnel engaged in performing a wide variety of scheduled and emergency water/wastewater maintenance projects.

### MAJOR DUTIES

- Trains, assigns, directs, supervises, and evaluates the work of assigned personnel engaged in the repair and maintenance of city water and wastewater infrastructure.
- Inspects the work of assigned personnel to ensure completeness and compliance with established guidelines and safety regulations.
- Responds to service calls for City utilities; operates a variety of tools and equipment to repair, replace, install, and prevent damage to water and sewer utilities, including pumps, wellheads, utility access holes, and lift stations.
- Verifies location of existing water and sewer utilities, including main lines and service connections; inspects existing utilities; connects or disconnects utilities as needed.
- Reads and records daily water usage and lift station motor/pump run times.
- Evaluates and treats water by applying hazardous chemicals.
- Operates a variety of small and heavy equipment to maintain grounds of utility facilities.
- Assists with other public works projects including pouring concrete, cleaning ditches, and clearing downed trees.
- Maintains and repairs equipment.
- Ensures assigned work areas, equipment, and vehicles are cleaned and properly maintained.
- Adheres to departmental operating procedures and work safety protocols.
- Performs related duties.

### KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of water and wastewater treatment methods and practices.
- Knowledge of water distribution and sanitation systems and operations.
- Knowledge of utility location, repair, and installation.
- Knowledge of chemical use and storage procedures.
- Knowledge of related local and state laws.
- Knowledge of safety guidelines and procedures.
- Skill in basic mathematical calculations.
- Skill in operating required maintenance tools and equipment.
- Skill in reading and interpreting maps.
- Skill in oral and written communications.
- Skill in interpersonal relations.

## **SUPERVISORY CONTROLS**

The Water/Wastewater Superintendent assigns work in terms of somewhat general instructions. The supervisor spot-checks completed work for compliance with instructions and established procedures, accuracy, and the nature and propriety of the final results.

## **GUIDELINES**

Guidelines include city and department policies and procedures. These guidelines are generally clear and specific but may require some interpretation in application.

## **COMPLEXITY/SCOPE OF WORK**

- The work consists of varied supervisory and technical duties in directing the work of a water/wastewater maintenance crew. Inclement weather and the necessity of maintaining safe working conditions contribute to the complexity of the work.
- The purpose of this position is to supervise a work crew in the maintenance of city water and wastewater infrastructure. Successful performance provides for the proper maintenance of city water and wastewater systems and related infrastructure.

## **CONTACTS**

- Contacts are typically with co-workers, vendors, and members of the general public.
- Contacts are typically to give or exchange information, provide services, and motivate personnel.

## **PHYSICAL DEMANDS/ WORK ENVIRONMENT**

- The work is typically performed while sitting, standing, bending, crouching, or stooping. The employee frequently lifts light and heavy objects, uses tools or equipment requiring a high degree of dexterity, distinguishes between shades of color, and utilizes the sense of smell.
- The work is performed outdoors, occasionally in cold or inclement weather. The employee is exposed to noise, dust, dirt, grease, and machinery with moving parts. Work requires the use of protective devices such as masks, goggles, gloves, etc.

## **SUPERVISORY AND MANAGEMENT RESPONSIBILITY**

This position has direct supervision over an assigned work crew.

## **MINIMUM QUALIFICATIONS**

- Possession of a Level I, II, or III Wastewater Treatment Plant Operator license issued by the State of Georgia licensing board.
- Knowledge and level of competency are commonly associated with completion of specialized training in the field of work, in addition to basic skills typically associated with a high school education.
- Experience sufficient to thoroughly understand the work of subordinate positions to be able to answer questions and resolve problems, usually associated with one to three years' experience or service.
- Possession of or ability to readily obtain a valid driver's license issued by the State of Georgia for the type of vehicle or equipment operated.