



Sewer Department Foreman

Sewer Department

JOB SUMMARY

This position supervises, coordinates, and participates in a variety of maintenance and construction activities, primarily related to the repair and maintenance of City sewer lines. This person is also responsible for the day-to-day operations of the sewer department. This position requires experience with personnel management, employee and contractor oversight, equipment operation and maintenance, job safety, mechanical ability, record keeping and communicative skills, budget development, and any other tasks assigned by the City Manager.

MAJOR DUTIES

- Supervises the activities of subordinates in the proper installation, repair and maintenance of City sewer lines; assigns and schedules work tasks; checks and reviews work in progress; ensures that appropriate safety standards are followed; evaluates work performance;
- Flush sewers; hook up hoses to hydrants; jet sewer lines; shovel and lift out sand, gravel, hazardous materials, and debris from manholes.
- Repairing manholes; raise and lower manholes as required.
- Monitors safety regulations at work sites to protect City personnel, equipment and existing structures;
- Conducts a variety of sewer line installations and repairs as needed;
- May operate a variety of heavy construction and maintenance equipment;
- Oversee preparation of budgets, maintenance orders, and other records;
- Trains personnel and instructs them in work methods, rules and 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 recommendations of subordinate personnel;
- Inspecting grease traps and trucks for the City of Dallas Fats, Oils, and Grease program.
- Analyzes and resolves complaints from citizens;
- Performs other related duties as required.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of City and departmental operating policies, procedures and rules; Knowledge of local, State and Federal codes, policies and procedures concerning sewer;
- Knowledge of City sewer lines and pump stations;
- Knowledge of the safe, effective methods and techniques of operating the variety of heavy equipment used in sewer line construction and maintenance;
- Knowledge of the occupational hazards involved and the safety precautions necessary to accomplish division objectives;
- Knowledge of the location of utility lines and how to avoid damage to such lines during completion of projects;
- Knowledge of budget preparation and monitoring;
- Knowledge of Fats, Oils, and Grease inspections as well as ordinances pertaining to FOG;
- Skill in identifying equipment or structural problems and malfunctions;
- Skill in communicating effectively, both verbally and in writing;
- Ability to lead, supervise and schedule the work of subordinates to effectively and efficiently accomplish division objectives;
- Ability to evaluate, analyze and solve problems and customer complaints regarding sewer lines;
- Ability to withstand exposure to varying weather conditions and exertion of significant physical effort;
- Ability to work under emergency conditions up to 24 hours a day; be generally available for off-hour emergencies and weekends on call.

- Ability to work independently and handle multiple priorities effectively and efficiently;
- Ability to observe, follow and direct subordinates to follow necessary safety precautions in all areas of assignment;
- Ability to work well with others, including elected officials, co-workers and the general public.
- Basic computer knowledge

SUPERVISORY CONTROLS

Directly supervises employees in the Sewer Department. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include training employees; planning, assigning, and directing work; appraising performance; addressing citizen complaints and resolving problems.

GUIDELINES

Guidelines include task specific standard operating procedures (SOP's), established Best Management practices, and local, state, and federal rules and regulations. These guidelines require judgement, selection, and interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of maintaining wastewater flow and line maintenance.
- The purpose of this position is to maintain compliance with the NPDES permit. Successful performance helps ensure permit compliance and lower operating costs.

CONTACTS

- Contacts are typically with Public Works staff including the superintendent and maintenance staff, vendors, outside contractors, general public, and other City departments.
- Contacts are typically to give or exchange information; to resolve problems; to coordinate repairs & maintenance; seek or provide assistance to other City departments.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while intermittently sitting, standing, stooping, or walking. The employee frequently lifts light and heavy objects, makes variable visual observations including shades of color and physical water quality characteristics, listens to equipment for operational sound variances, and sense of smell for biological process issues.
- The work is typically performed outdoors and is often required to be performed in inclement weather conditions. The employee is exposed to bio-hazard material, industrial chemicals, engulfment hazards, dust, dirt, and grease.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

This position has direct supervision over the Sewer Department.

MINIMUM QUALIFICATIONS

- Ability to read, write and perform mathematical calculations at a level commonly associated with the completion of high school or equivalent.
- Sufficient experience to understand the basic principles relevant to the major duties of the position,
- Possession of a valid driver's license issued by the State of Georgia.
- Georgia Soil and Water Conservation Commission Level 1A certification.
- Georgia Wastewater Collections license.
- Minimum of 2 yrs experience in a Supervisory role.