

CITY OF BARBERTON

An Equal Opportunity Employer

POSITION DESCRIPTION

Position Title: General Foreman Utilities

Name of Incumbent:

Civil Service Status: Classified
Employment Status: Full-Time
FLSA Status: Exempt

Department: Service
Reports to: Manager Distribution & Collection
Pay Grade: 6

JOB SUMMARY:

Supervises water distribution, sanitary sewer system construction, maintenance and repair projects, and the activities of assigned personnel; maintains inventory of materials and supplies; prepares reports and other documentation.

QUALIFICATIONS:

Completion of secondary education (high school or GED), plus five (5) years experience in water distribution and sanitary sewer system construction, maintenance and repair, including experience as a crew leader, or equivalent combination of training and/or experience.

LICENSURE OR CERTIFICATION REQUIREMENTS:

Must possess and maintain a valid State of Ohio driver's license, plus must be able to qualify for and remain insurable under the City's vehicle insurance policy; possess and maintain a Commercial Driver's License (CDL) with appropriate endorsement(s). Must possess a Class II Water Distribution Operator's License and Sewer Collection; obtain and maintain a Backflow Prevention Certificate within six (6) months of the date of hire; complete a Backflow Site Survey Inspection course within twelve (12) months of the date of hire.

MINIMUM ACCEPTABLE CHARACTERISTICS: (*Indicates developed after employment)

Knowledge of: Supervisory practices; division policies and procedures*; safety practices and procedures; applicable EPA rules and regulation; the principles, practices, equipment, and material utilized in the installation, maintenance, and repair of water distribution and sanitary sewer systems; inventory control practices*; backflow prevention practices*; basic computer practices.

Skill In: Instructing others in the use of hand and power tools and the operation of motorized equipment.

Ability to: Collect, analyze, and interpret data; communicate effectively; develop and maintain working relationships with co-workers, supervisors, and the general public; read and interpret maps, drawings, and plans for proposed or existing facilities; prepare and maintain accurate documentation; gain access to various work locations.

ILLUSTRATIVE DUTIES:

1. Supervises water distribution and sanitary sewer system construction, maintenance and repair projects; meter installation; fire hydrant installation and flushing; sanitary sewer testing; etc.
2. Supervises activities of assigned personnel (schedules and assigns work; instructs employees on safety and proper work methods, materials, and equipment; checks on work to ensure proper completion; evaluates performance; administers or recommends discipline; receives and attempts to resolve grievances; approves or denies leave requests; etc.).

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3. Receives and responds to citizen complaints, service requests, or inquiries, and orders appropriate corrective measures.
4. Sets up and maintains backflow prevention program and inspect, or assigns another to inspect, possible backflow problems.
5. Assists with the preparation of water distribution and sewer system budget requests and monitors expenditures to ensure adherence to budget constraints; maintains inventory and orders necessary supplies, equipment, and materials.
6. Prepares and maintains records, reports, and other documentation (EPA, project status, safety, equipment, etc.).
7. Demonstrates regular and predictable attendance.
8. Maintains required licensure and certification.
9. Operates equipment in order to instruct work crews or in emergency situations.
10. Performs other related or unrelated duties as assigned.
11. Proficiently operates departmental motorized equipment, personal computer, and other standard business office equipment.

INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:

Works with and around motorized equipment, hand and power tools; works with and around chemical compounds and liquid fuels; works under adverse weather conditions; works in trenches and confined spaces; is exposed to traffic, dust, dirt, wastewater, fumes, and noise.

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. My (employee) signature below signifies that I have reviewed and understand the contents of my position description.

Approval of Appointing Authority

Date

Employee Signature

Date