

PUBLIC WORKS FOREMAN

Basic Function: To supervise and assist in the installation, maintenance and repair of water distribution pipes, water and sanitary sewer pumps, meters, and other water system and wastewater system equipment. Assist with customer service. Perform related work as required.

Supervision Received: Work is performed under the direction and supervision of the Director of Public Works. Assignments are made and work is performed with minimal supervision.

Responsibilities and Duties: An employee in this position may be called upon to do any or all of the following: (Employee may be expected to perform additional tasks as required.)

1. Supervise and assist other employees in the installation, maintenance and repair of water distribution pipes, pumps, meters, and other system equipment.
 - a. Make excavation cuts and perform restoration work.
 - b. Install, maintain and repair water distribution pipes, water mains, water services, pumps, meters, and all related equipment.
 - c. Locate and mark underground water and sewer pipes and services.
2. Operate and maintain a variety of vehicles and mechanical equipment.
 - a. Operate heavy and light trucks to haul materials, equipment and supplies to work sites.
 - b. Operate a variety of mechanical and power-driven tools and equipment.
 - c. Assist in maintenance and repair of vehicles and equipment.
3. Give technical advice and assistance to employees. Train employees in equipment use, work operations and safe work practices.
4. Respond to and assist with various customer service needs and complaints.
5. Supervise and assist with repairs, maintenance and improvements to the sanitary sewer collection system as needed.
6. Make inspections and cross train others for inspection of cross connections, construction projects and system improvements.
7. Develop and compile records for inclusion in necessary regulatory reports.
8. Function as "Operator In Charge" as needed.
9. Perform related work as required.

Desirable Qualifications for Employment: An employee in this class, upon appointment, should have the equivalent of the following knowledge, training, and experience.

1. Knowledge of the procedures and practices for operating and maintaining assigned vehicles and equipment.

2. Knowledge of safety procedures and precautions involved in public works projects and operations.
3. Skill in establishing and maintaining effective working relationships with employees, contractors and the general public.
4. Thorough knowledge and understanding of plumbing, water systems and sanitary sewer systems including a basic understanding of electricity, electrical controls, electronics and instrumentation.
5. Skill in operation of vehicles, equipment and tools.
6. Functional knowledge of Microsoft Office 365 and ability to learn and utilize necessary computer programs.
7. Ability to work independently with minimal direct supervision.
8. Ability to plan, coordinate and supervise the work activities of other employees engaged in the operation, maintenance and repair of the water distribution system and sanitary sewer collection system.
9. Ability to expedite all necessary repairs on water distribution and sanitary sewer collection systems.
10. Ability to perform physical labor involving lifting, pulling and carrying heavy loads (+50 lbs) and working outdoors in all types of weather conditions.
11. Ability to read, write, speak and understand the English language.
12. Required training includes a high school diploma or equivalent and five to seven years experience in water distribution systems, maintenance and construction. A Michigan commercial driver's license (CDL) is required. Must obtain any additional licenses or certifications as mandated by the Township, State and/or Federal government.