

## SEWER MAINTENANCE FOREMAN

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, incumbents in this position work in the outside maintenance crew of the Department of Environmental Facilities. This position involves responsibility for directing maintenance and repair projects on the trunk sewer systems as assigned, including the care and upkeep of pumping plant grounds, the removal and installation of equipment and machinery, and the construction and installation of underground structures. Duties are performed on the basis of general instructions as to method and procedure with considerable leeway as to the exact manner in which responsibilities are carried out. Supervision is exercised over one or more crews. Does related work as required.

### EXAMPLES OF WORK: (Illustrative Only)

Supervises a crew which digs up, repairs and replaces sewer lines, often on heavily traveled highways, and which makes repairs in pump stations and in sewage regulators;

Supervises and participates in the inspection of manholes, trunk sewer lines, tide gates, etc. completing and submitting forms which show condition of structures;

Supervises the Heavy Motor Equipment Operators who transport sludge, collect treatment plant refuse, including rags, and operate heavy equipment;

Supervises the grading, seeding, fertilizing and mowing of lawns, the planting, and trimming of hedges, shrubs, etc., the removing of snow and the sanding of sidewalks and driveways;

Supervises both the installation and the removal of machinery and equipment such as pumps, motors, compressors, dewatering machines, bar screens, tanks, case iron pipes, etc. associated with the pump stations;

Devises and supervises the assembling of necessary riggings;

Supervises and participates in the cleaning and maintaining of bar screens, sewage regulators, siphons, etc;

Supervises the construction, installation and repair of underground structures, such as manholes, sewer pipes, forcemains, oil lines, water pipes, conduits, drains, etc.;

Assists contractors and others in locating manholes and sewer lines, as needed;

Supervises all necessary excavation, shoring, sheathing, backfilling and repaving;

Supervises and participates in the cleaning and elimination of stoppages in sewer lines;

Prepares and submits forms documenting entry into manholes;

Keeps records and makes reports, as necessary.

EXAMPLES OF WORK: (Cont'd)

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software;

May perform other incidental tasks, as needed.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of the tools, equipment and terminology used in maintaining a trunk sewer system; good knowledge of safety practices of the trade; working knowledge of flow conditions as they relate to sewer systems; general knowledge of the location and practices related to the construction, maintenance and repair of sewers, drains, and appurtenances; ability to read and draft rough sketches; ability to lay out and plan work of others; ability to secure cooperation from subordinates; ability to follow oral and written instructions; ability to effectively use computer applications such as spreadsheets, word processing, e-mail and database software; ability to read, write, speak, understand and communicate in English sufficiently to perform the essential tasks of the position; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from high school, trade school or possession of an equivalency diploma and three years of experience which included repair and maintenance of water and sewer lines.

SPECIAL REQUIREMENTS: (1) Incumbents must possess a CDL "B" license as defined under the Commercial Motor Vehicle Safety Act. Incumbents must possess license endorsements appropriate to the assignment. Under New York State law applicants for the CDL must be 21 years old. (2) Depending on work assignment, must meet standards of OSHA regulation 1910.134 Respiratory Protection, and will be required to meet Federal, State and local standards with respect to health and safety.

NOTE: Unless otherwise noted, only experience gained after attaining the minimum education level indicated in the minimum qualifications will be considered in evaluating experience.