

SEWER MAINTENANCE FOREMAN

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent of this class is responsible for the installation, operation, maintenance and repair of sewer infrastructure which includes storm and sanitary sewers, service pipes, and appurtenances. An incumbent may also install, maintain and repair equipment in a wastewater treatment plant and in pumping stations that convey wastewater flow to the plant. This is a responsible supervisory position where detailed instructions are given to subordinate personnel and work in progress is closely supervised. The incumbent in this class is considered to be a “working” foreperson. Employees in this class must be available for duty at all times. Supervision is exercised over Sewer Maintenance Workers and other subordinate personnel. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Supervises, coordinates and performs the installation, maintenance, repair and inspection of sewer force mains, manholes, gravity sewer lines, trunk sewers, laterals, wye connections, drains and appurtenances;

Supervises the cleaning and flushing of municipal storm and sanitary sewer drains;

Supervises and operates a catch basin cleaner;

Supervises and coordinates the painting and maintenance of structures and equipment;

Inspects construction of new sewers, lateral connections and manholes to ensure conformance with specifications;

Uses a work order management system to assign maintenance and repair projects and update status of work assignments;

Updates technical specifications on sewer infrastructure reflecting current system conditions and design and prepares reports as required;

Requisitions parts and equipment from vendors and suppliers following established procurement policies and maintains inventory within asset management database;

Responds at all times to emergency repair calls and ensures efficient restoration of system operation;

Uses computer applications or other automated systems such as geographic information system (GIS) programs, spreadsheets, word processing, calendar, e-mail and database software in performing work assignments;

May supervise and perform preventive maintenance, inspection and repair services on wastewater treatment units such as bar screens, grit removal tanks, rotating biological contactors, primary and secondary settling tanks, microfiltration, ultraviolet disinfection, anaerobic sludge digesters, grease and scum collection systems and various other ancillary systems;

EXAMPLES OF WORK (Illustrative Only) (Cont'd.):

May supervise and perform preventive maintenance, inspection and repair services on bar screens, pumping systems, valves, piping, controls, float systems, pressure transducers, and other machinery and equipment of a pumping station.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of the tools, equipment and terminology used in maintaining a sewer system; good knowledge of flow conditions as they relate to sewer systems; good knowledge of the location and practices related to the construction, maintenance and repair of sewers, drains, catch basins and appurtenances; good knowledge of the operation, maintenance, and repair of pumps, piping systems, and level control systems associated with sewer infrastructure; ability to read, comprehend and interpret maps, plans and specifications of sewer lines and systems; ability to keep basic records; ability to plan, layout and supervise the work of others; ability to follow oral and/or written instructions; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; ability to read, write, understand and communicate in English sufficiently to perform the essential functions of the position; industry; mechanical ability; dependability; initiative; resourcefulness; tact; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from high school or possession of a high school equivalency diploma and five (5) years of experience where the primary function of the position was the operation, installation, maintenance and/or repair of wastewater distribution systems and/or sewer collection systems.

SPECIAL REQUIREMENT: Possession of a valid license, appropriate for the vehicle to be operated and issued by the New York State Department of Motor Vehicles. The appointing authority is responsible for verifying and ensuring that the candidate meets this condition at time of appointment and throughout the course of their employment.

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

Towns of Mt. Pleasant & Mamaroneck,
Villages of Mamaroneck & Irvington
J. C.: Non-Competitive
Town of Yorktown
J. C.: Competitive
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Job Class Code: 0650