

UTILITY MAINTENANCE FOREMAN

DEFINITION

To organize, assign and review the work of assigned staff engaged in the operation, maintenance and repair of the City's wastewater collection system, water distribution system, storm drainage system, and streets; to perform technical support for utility and maintenance functions requiring specialized knowledge; and to provide highly responsible technical support to assigned supervisor.

DISTINGUISHING CHARACTERISTICS

This is the advanced journey level in the Utility Maintenance series. Positions at this level are distinguished from other classes within the series by the level of responsibility assumed, complexity of duties assigned, independence of action taken, by the amount of time spent performing the duties, and by the nature of the public contact made. Employees perform the most difficult and responsible types of duties assigned to classes within this series, including performing training and responding to customer complaints and inquiries and providing technical and functional supervision over assigned staff. Employees at this level are required to be fully trained in all procedures related to assigned areas of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the assigned supervisor; and may receive technical and functional supervision from more experienced staff.

Exercises technical and functional supervision over assigned technical and maintenance staff.

EXAMPLES OF ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

Plan, prioritize, and review the work of staff assigned to a variety of duties related to the maintenance, repair and operation of City infrastructure, streets, storm drainage system and sewer system maintenance, water distribution, and wastewater collection systems including preventative maintenance activities.

Develop schedules and methods to accomplish assignments ensuring work is completed in a timely and efficient manner.

Participate in evaluating the activities of staff, recommending improvements and modifications.

Provide and coordinate staff training; work with employees to correct deficiencies.

Oversee, provide and ensure sewer maintenance including locating, inspecting, installing, repairing and troubleshooting mains, laterals, manholes and clean outs.

Oversee, provide and ensure water turn ons and maintenance including locating, inspecting installing, repairing and troubleshooting water spills, leaks on mains, laterals, meters, pipes and ensuring meter reading.

Oversee and ensure operation and safe use of CCTV pipeline inspection equipment, associated machinery and software.

Oversee, provide and perform minor street maintenance tasks including repairing potholes, crack sealing, traffic loop sealing, installation and repair of traffic street signs, sidewalk and trip hazard repair.

Oversee, provide and ensure sewer and storm drain maintenance including locating, inspecting, installing, repairing and cleaning sewers, storm drains and addressing and correcting sewer backups.

Inspect and operate heavy duty vehicles and specialized equipment including high pressure jetting equipment, vacuum hydrojetter combination vehicles, dump trucks, forklift, water trucks, backhoe and other excavation equipment.

Provide specialized training to employees in various tasks, procedures, equipment used in the assigned work and train on safety procedures.

Respond to customer complaints and inquiries.

Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.

Foster an environment that embraces diversity, integrity, trust, and respect.

Be an integral team player, which involves flexibility, cooperation, and communication.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Terminology, principles and practices used in water, wastewater, drainage, sewer and street system maintenance and repair.

Principles and practices of technical and functional supervision and training.

Relevant local, State, and Federal laws, rules and regulations related to area of assignment.

Construction and maintenance materials, methods and terminology as they relate to public works operations.

Operation and use of a variety of power-driven and heavy construction tools and equipment in performing skilled construction, maintenance and repair work including operation of specialized trucks.

Ability to:

Perform the most complex duties related to the operation, maintenance, inspection and repair of City wastewater collection systems, water distribution systems, storm drainage systems, streets and transportation infrastructure.

On a continuous basis, know and understand maintenance activities and observe safety rules; intermittently, analyze problem equipment; identify safety hazards; locate equipment; interpret work orders; remember how to operate equipment; and explain jobs to other employees.

Intermittently, sit while driving a piece of equipment; stand and walk while performing maintenance activities; bend and twist to adjust equipment; kneel and squat to review work; climb ladders or climb up on to heavy equipment to begin operations; perform simple and power grasping, pushing, pulling, and fine manipulation; and lift or carry weight of 90 pounds or less.

Provide technical and functional supervision over assigned staff; effectively train staff.

Plan, explain and delegate tasks to others; set priorities and meet deadlines.

Weld and fabricate tools and parts.

Perform a variety of skilled and semi-skilled maintenance and construction related tasks.

Work safely in hazardous conditions.

Use sound judgment in recognizing scope of authority.

Operate and use modern office equipment including computers and applicable software.

Maintain regular attendance.

Utilize appropriate safety procedures and practices for assigned duties.

Establish and maintain effective working relationships with those contacted in the course of work.

Work with various cultural and ethnic groups in a tactful and effective manner.

Communicate clearly and concisely, both orally and in writing.

Experience and Training

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience:

Two years of responsible journey experience similar to Utility Worker II with the City of Healdsburg.

Training:

Equivalent to the completion of the twelfth grade supplemented by specialized training in the area of mechanical equipment maintenance and repair.

License and Certificate

Possession of a valid California Class A Driver's License with Air Brake and Tanker Endorsements or apply for and successfully possess a temporary commercial license permit within six (6) months of employment and the subsequent attainment of a permanent commercial license within the following six (6) months. Failure to obtain or maintain such required license(s) may be cause for disciplinary action.

Possession of a Grade 2 Water Distribution Operator certificate from the California State Water Resources Control Board at the time of appointment and a Grade 3 within one year appointment or first two testing cycles allowed by the State.

Possession of a Grade III Wastewater Collection System Maintenance certificate from the California Water Environment Association within one year of appointment.