

**PUBLIC WORKS DEPARTMENT
WATER & SEWER DIVISION
JOB DESCRIPTION**

UTILITY MAINTENANCE FOREMAN

EXEMPT: No

UNION: No

GENERAL STATEMENT OF JOB:

Performs a variety of supervisory, technical, and maintenance work in the construction, repair, maintenance, and replacement of City water, sewer, facilities and systems.

EXAMPLES OF WORK PERFORMED:

Section 1. Specific Activities

- 1.1 Supervises and assists employees performing the duties of maintenance, construction and repair of water, sewer, and facilities.
- 1.2 Coordinates workload of Water & Sewer maintenance personnel.
- 1.3 Purchases needed supplies for the department and maintain an inventory.
- 1.4 Maintains daily records.
- 1.5 Responds to call in emergencies.

Section 2. Peripheral Activities

- 2.1 Performs other duties as requested or as needed.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Solve practical problems; variety of variables with limited standardization; interpret instructions. Add, subtract, multiply, and divide whole numbers. Thorough knowledge of equipment, materials, methods and procedures used in public water supply and distribution systems, sewer collection systems.

Skill in operation of listed tools and equipment.

Ability to understand and follow verbal or demonstrated instructions; write identifying information; request supplies verbally or in writing. Ability to communicate effectively, verbally or in writing, with customers and general public to provided information. Employee will be familiar with details of job to do it reasonably well within 1 year.

TOOLS AND EQUIPMENT USED:

Backhoes, sewer rodder, air compressor, tap machine, mechanic tools, loader and dump truck.

CONFIDENTIAL DATA:

Confidential data includes Water & Sewer inventory.

ESSENTIAL PHYSICAL JOB REQUIREMENTS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, employee constantly drives motor vehicles; has contact with general public/customers. Employee frequently stands; sits; drives heavy equipment; grasps; holds; uses eye-hand coordination; hears; stoops, kneels, crouches, or crawls. Employee occasionally walks; drives at a high rate of speed; reaches; tastes or smells; talks; uses the telephone; works alone; climbs stairs.

Employee must be able to occasionally lift up to 100 pounds. Specific vision abilities required by this job include distance vision, depth perception.

ACCEPTABLE EXPERIENCE AND QUALIFICATIONS:

The following elements serve to identify the required acceptable experience and qualifications:

- 1 Minimum education: High School Degree, or GED equivalent, and
- 2 Related work experience of 1 to 3 years, or
- 3 Any equivalent combination of education and experience.
- 4 Valid Wisconsin driver's license, CDL with B, C, D endorsements and air brakes.
- 5 Must successfully complete a background investigation and drug screening to be eligible for the position.

STATEMENT OF WORKING CONDITIONS:

The City of Platteville is a drug-free workplace.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, employee frequently is exposed to dirt when repairing water mains; temperature extremes and dampness when doing outside work; equipment movement hazards when around backhoe; electrical shock when digging around power. Employee occasionally is exposed to noise from jack hammer.

POSITION ACCOUNTABILITY:

REPORTS TO: Works under Utility Superintendent.

SUPERVISION EXERCISED: Utility Maintenance employees report to Utility Maintenance Foreman. Supervisory responsibilities include instructing; reviewing work; maintaining standards; assigning work; planning work of others; coordinating activities; recommending discipline.

SELECTION GUIDELINES:

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

CITY OF PLATTEVILLE VALUES

Having a Positive Impact on Our Community • Treating our Customers with Care • Working Cooperatively Together • Doing Quality Work • Demonstrating Integrity on the Job • Showing Flexibility and a “Can Do Spirit” • Acting as Good Stewards of the City’s Resources • Ensuring Our Safety and the Safety of Others

Approved by Water & Sewer Commission: 6/9/03

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