

CITY OF LOCK HAVEN, PENNSYLVANIA

Job title: Sewer Collection Foreman
Work Site: Wastewater Treatment Plant, 20 E Hanna Street, Lock Haven
Work Hours: 8 Hrs/Day, 40 Hrs/Wk, normally 5 days a week Monday-Friday
Salary: \$25.70 w/ DEP Wastewater Class E(4) (\$25.40 without)
Benefits:

HEALTH	DENTAL	OTHER
HIGHMARK BC/BS	UNITED CONCORDIA	
Copay: \$15/\$30/\$75	Copay: \$0.00	\$25,000 term life insurance
Deductible: \$0.00	Deductible: \$0.00	\$375 per year in health reimbursements
Individual \$54.47/pay	Individual \$1.28/pay	Prescriptions: \$0-\$50 (30-day supply)
Family \$129.01/pay	Family \$3.45/pay	

PTO: first year 6 days paid vacation (pro-rated), paid holidays, 4 personal days, and earn 1 sick day per month that can be banked to 150 days.

Supervisor: Sewer Superintendent, who reports to the City Manager

Job Summary:

This is a first level supervisory, "Hands On" working foreman position. The foreman performs a variety of supervisory, administrative, skilled, technical, and maintenance work in the planning, construction, operation, repair, maintenance, and replacement of City sewer collection facilities and systems and exercises close supervision over assigned maintenance workers, equipment operators and office staff.

Essential Job Functions:

- Plans, schedules and implements construction, maintenance, and operation activities designed to provide quality sewer service for the city; oversees construction and maintenance work to determine acceptability and conformance to standards
- Performs required inspection of customer lateral connections
- Trains, supervises and disciplines employees performing the duties of maintenance, construction and repair of sewer collection facilities and systems
- Supervises the control and use of, and assumes responsibility for all materials, supplies and equipment used in the maintenance, construction and repair of sewer collection facilities and systems and other department facilities
- Inspects and supervises the repair of pumping stations, tanks and other sewer collection facilities and systems at frequent intervals to insure that all aspects of the systems are functioning properly
- Requisitions needed supplies for the department
- Maintain a variety of records relating to personnel, equipment, supplies, sewer collection system and prepare time sheets for employees under his/her supervision
- Advises Manager, Engineer and other city officials in matters relating to department activities; provides information to various civic, school and public groups and individuals regarding sewer collection drainage problems and services
- Supervises, instructs and assists assigned crews in installing new sewer lines, installing and relocating lines and meters, and maintaining the existing sewer collection systems
- Interacts with and acts as liaison to regulatory agencies as necessary

- Insures that all necessary materials, supplies and equipment are available by maintaining an inventory of parts and materials and obtaining necessary parts, tools and supplies from stock
- Supervises the location of gas, telephone, power, television, water and sewer lines from the appropriate sources prior to excavation and informs crew of such locations
- Responds to complaints regarding sewer leaks blockages or back-ups; evaluates situation, determines if liability lies with the city or others; explains findings to property owners and notifies appropriate sewer crew if necessary
- Contacts residents and business owners in area where services will be affected by maintenance and explains when services will be curtailed and restored
- Insures the proper maintenance of equipment and tools by supervising and participating in cleaning and checking equipment and tools after use
- Oversees the safety of assigned maintenance workers and equipment operators by instructing individuals in proper safety procedures and monitoring work in progress
- Assists in motivating and evaluating personnel by acting as a liaison between crewmembers and other City supervisors
- Inspects and assists in the control and use of supplies and equipment used in the maintenance, construction and repair of sewer lines and other department facilities to insure that all equipment is in proper working order
- Analyzes annual operating costs and makes recommendations for department budget
- Provides recommendations regarding heavy equipment purchases and requisitions all supplies and materials needed for effective department operation
- Must be willing to accept call-outs after hours and in inclement weather

Marginal Job Functions:

- Operates a variety of power construction and maintenance equipment used in the water, sewer and street department.
- Serves on various employee or other committees as assigned.

Qualifications:

- Education: High School graduate or equivalent
- Experience: Five (5) years of experience relating to the construction, repair and maintenance of water, sewer, street, or storm drainage systems including the operation of related maintenance equipment, or
- Any equivalent combination of education and experience
- Must be able to pass background check and criminal history clearance
- Demonstration of Skills and Abilities
 - Valid Pennsylvania driver's license with a CDL license desirable
 - Working knowledge of PennDOT work area regulations, signing requirements and permit process
 - Must possess or obtain within one year DEP Operator Certification, Sewer Collection
 - Ability to use computer for word processing, spreadsheets and data entry
 - Ability to maintain records and files and assemble data for reports
 - Ability to exercise good judgement and tact
 - Ability to maintain absolute confidentiality of information
 - Ability to work with minimal direction and supervision

- Ability to effectively communicate with the public
- Ability to effectively communicate with other employees
- Ability to operate public works radio system
- Ability to use classifications, ranges, graphs, charts, measuring devices, clocks, watches, counting devices, photographic equipment, and available technology and instrumentation.
- Must be punctual, neat, and able to write legibly

Physical Performing Elements:

- Lifting, carrying and dragging 50 pounds regularly, 100 pounds occasionally
- Frequent bending, kneeling, reaching and climbing including ladders
- Standing for long periods of time
- Handling and assembling small parts
- Hearing tones, differing volumes and spoken voices
- Smelling scents
- Seeing close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus
- Walking on uneven and slippery surfaces
- Ascending and descending stairs
- Grasping and holding objects by hand using hands and fingers to handle, feel and operate objects, tools and controls and with reach with hands and arms
- Working safely with equipment with moving mechanical parts
- Work safely in wet and humid conditions, in extreme heat and wet, and extremely cold conditions
- Use safety practices to reduce exposure to fumes, airborne particles, toxic or caustic chemicals and reduce the risk of electrical shock.
- Use safety practices to work safely in field setting where noise level can be loud

Mental Performing Elements:

- Analyzing and interpreting data
- Problem-solving
- Communicating with the public
- Creating written communication
- Completing written and verbal directions
- Ability to take and change an opinion or point of view
- Basic mathematic operations

When duties and responsibilities change and develop the job description will be reviewed and subject to changes of business necessity.