

Line Maintenance Foreman

Department: Utilities/Line Maintenance
Reports to: Utilities Superintendent
Hiring Range: 18.92-21.37
FLSA Status: Non-Exempt

JOB SUMMARY

Under general supervision, serves as a first-line, working supervisor leading a maintenance crew in routine construction and repair of water distribution and wastewater collection pipelines and other related maintenance tasks.

QUALIFICATIONS

Education and Experience:

- High School Diploma or General Equivalency Diploma (GED) is required.
- Must have seven or more years of water utility maintenance work experience, and two or more years of supervisory experience or leading a work crew.
- Must possess a Texas Commission on Environmental Quality (TCEQ) Class "C" Water Distribution and a Class "II" Wastewater Collection Certification of Competency.
- Must possess a current TCEQ issued Customer Service Inspection certification.

Special Qualifications:

- Must have a valid Texas driver's license and driving record must be in compliance with city policy. Must submit to and pass a post-offer, non-regulated drug test and thorough background checks (including criminal history).

Knowledge, Skills and Abilities:

- Must have a good working knowledge of the operation and maintenance of light to heavy construction equipment; water and sewer utility operations; and generally accepted work safety procedures.
- Related utility operation or equipment operation work experience is preferred.

ESSENTIAL JOB FUNCTIONS

- Oversees the daily work activities of Line Maintenance Technicians to include training, monitoring, and inspecting completed work. Provides instruction and guidance in work tasks.
- Assists, as directed, in performing job interviews, preparing performance evaluations, setting employee goals and objectives, and training new employees.
- Performs continual inspections of operational and personnel functions and activities to identify any inefficiencies and ineffectiveness and makes recommendations to management for corrective solutions.
- Trains others in the safe and proper operation of equipment and tools, performing job tasks, and ensuring appropriate use of safety equipment.
- Ensures vehicle inspections and preventative maintenance (including washing, checking and servicing) of all equipment and vehicles is performed.
- Identifies and reports hazards and liability exposures and immediately takes action to correct deficiencies.
- Completes work orders in paper or electronic format, as appropriate, to document all equipment/labor/material information and details related to the work performed.
- Recommends items, supplies, tools, equipment, and other material needed for pipeline operations.

- Assists in determining purchasing needs for projects and secures quotations for equipment and supplies.
- Informs supervisor of potential hazards, problem areas, public inquiries and the status of other work activities.
- Performs pipeline operation and maintenance tasks to include: constructing, maintaining, and replacing water or sewer mains and/or service lines; inspecting, diagnosing, and repairing failures in water and sewer mains; constructing and adjusting manholes and clean-outs; installing fire hydrants and valves; preparing trenches; and jet flushing and cleaning sewer lines.
- Adheres to personnel, safety, and department policies and procedures.
- Performs other duties as assigned.

PHYSICAL REQUIREMENTS

- To perform the essential functions of the job, must be able to talk, read, see, walk, and hear; have good hand/foot/eye coordination to operate and repair equipment and vehicles; follow verbal and written directives; perform strenuous physical activities to include, exerting up to 100 lbs of pressure; lift, push, pull, and carry heavy objects, equipment, and supplies up to 100 pounds several times a day; shovel; crawl; bend; kneel; climb on and off equipment.
- Must work extensive hours and respond within 30 minutes to an on-call or emergency callback.

WORK ENVIRONMENT

- Work is performed primarily outdoors where exposure includes, but may not be limited to, dust, dirt, fumes, confined spaces, in trenches, on level, slippery, sloping, unstable and muddy terrain, and under constantly noisy conditions and in inclement weather conditions.
- Work in adverse environmental conditions to include inclement weather such as rain, sleet, snow, heat, sun exposure and hazardous conditions such as street traffic, fume odor, dust/mist, hazardous chemicals, and other solid waste substances; and exposure to insects and noxious plants.