

City of DeFuniak Springs

1350 Baldwin Avenue
Post Office Box 685
DeFuniak Springs, FL 32435



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www.defuniaksprings.net

JOB NOTICE **SEWER FOREMAN – UTILITIES DEPARTMENT (SEWER)**

Post Date: January 27, 2023

FLSA Status: Non-exempt

Starting Pay Range: 39,411.20-67,787.27 DOQ

Close Date: Open Until Filled

Internal close date: February 6, 2023

Job Summary:

This position leads sewer staff responsible for performing general and preventative maintenance work, repair, and construction of the city's sewer system.

Essential Job Functions:

- Oversees work of assigned staff.
- Addresses minor concerns with staff; refers more serious cases/discipline to utilities superintendent.
- Assists with the planning and preparation of training and orientation for new staff.
- Works with utilities superintendent to plan work priorities, obtain necessary supplies, and assess skills needed to complete tasks.
- Collaborates with staff to discuss upcoming work assignments; delegates assignments based on staff skills and experience.
- Ensures work is completed safely, effectively, and in a timely manner.
- Assists staff with technical issues or advanced problems with given assignments.
- Inspects work performed by assigned staff.
- Tracks and logs time, materials, and other resources used for inventory purposes.
- Works with utilities superintendent to coordinate topics for staff/safety meetings.
- Assists with department reporting as required.
- Assists in the planning, reviewing, and implementation of maintenance programs for the city's sewer system.
- Interacts with the utility billing department, contractors, and various regulatory agencies, both state and federal.
- Responds to citizens' inquiries, complaints, and service requests performed by the department relative to city policies and procedures.
- Performs inspections and assists backflow prevention staff in cross connection control tasks.
- Determines materials needed for scheduled jobs.
- Connects and disconnects meters.
- Installs and makes repairs to services and service lines.
- Ensures that valves are turned for maintenance and repair.
- Ensures that hydrants are properly maintained.
- Cleans around meters that are covered by debris or dirt.
- Maintains and submits forms and records as needed.
- Installs, maintains, and repairs sewer taps, sewer lines, sewer valves, and manhole rings and covers.
- Utilizes hand-held manual, air and gas-powered tools and equipment in the performance of duties (i.e., pipe wrenches, pipe cutters, saws, cement mixers, air compressors, tapping machines, pipe threaders).
- Participates in restoring work sites to serviceable condition (i.e., repairing asphalt and concrete, and filling holes).
- Reads and interprets sewer maps, blueprint, construction plans, and as-built drawings.
- Repairs leaks, stoppages, lines, and valves.
- Adheres to work schedule and attendance requirements.
- Adheres to all safety rules and regulations.
- Performs other duties as directed and required.
- Must create a positive public image as a representative of the city.

Required Qualification(s):

High school diploma or GED obtained. Drive license required.

Preferred/Desirable Qualification(s):

Bachelors degree. Four (4) years progressively responsible experience in installation and maintenance of sewer systems or related field. Prior governmental experience.

Special Requirement(s):

May require additional licenses and certifications such as Class A CDL, wastewater collections, and Maintenance of Traffic (M.O.T.) Certification. CPR certified or ability to obtain certification.

An equivalent combination of education, training and experience may be substituted for the minimum requirements.

Applications may be obtained by visiting the City's website at www.defuniaksprings.net or City Hall, 1350 Baldwin Avenue, DeFuniak Springs, Florida 32433. For more information, please contact the human resources department at 850-892-8500.

The City of DeFuniak Springs is an Equal Opportunity/Affirmative Action/ADA Employer/Drug Free Workplace. The City provides equal employment opportunities to all employees and applicants for employment without regard to race, color, ancestry, national origin, gender, sexual orientation, marital status, religion, age, disability, gender identity, results of genetic testing, or service in the military.

City of DeFuniak Springs – Sewer Foreman

FLSA STATUS: Non-Exempt
SUPERVISORY STATUS: Non-Supervisory

DEPARTMENT: Utilities
REPORTS TO: Utilities Superintendent

JOB SUMMARY:

This position leads sewer staff responsible for performing general and preventative maintenance work, repair, and construction of the city's sewer system.

ESSENTIAL JOB FUNCTIONS:

The following statements describe the principal functions of this job and its scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including working in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the work load.

- Oversees work of assigned staff.
- Addresses minor concerns with staff; refers more serious cases/discipline to utilities superintendent.
- Assists with the planning and preparation of training and orientation for new staff.
- Works with utilities superintendent to plan work priorities, obtain necessary supplies, and assess skills needed to complete tasks.
- Collaborates with staff to discuss upcoming work assignments; delegates assignments based on staff skills and experience.
- Ensures work is completed safely, effectively, and in a timely manner.
- Assists staff with technical issues or advanced problems with given assignments.
- Inspects work performed by assigned staff.
- Tracks and logs time, materials, and other resources used for inventory purposes.
- Works with utilities superintendent to coordinate topics for staff/safety meetings.
- Assists with department reporting as required.
- Assists in the planning, reviewing, and implementation of maintenance programs for the city's sewer system.
- Interacts with the utility billing department, contractors, and various regulatory agencies, both state and federal.
- Responds to citizens' inquiries, complaints, and service requests performed by the department relative to city policies and procedures.
- Performs inspections and assists backflow prevention staff in cross connection control tasks.
- Determines materials needed for scheduled jobs.
- Connects and disconnects meters.
- Installs and makes repairs to services and service lines.
- Ensures that valves are turned for maintenance and repair.
- Ensures that hydrants are properly maintained.
- Cleans around meters that are covered by debris or dirt.
- Maintains and submits forms and records as needed.
- Installs, maintains, and repairs sewer taps, sewer lines, sewer valves, and manhole rings and covers.
- Utilizes hand-held manual, air and gas-powered tools and equipment in the performance of duties (i.e., pipe wrenches, pipe cutters, saws, cement mixers, air compressors, tapping machines, pipe threaders).
- Participates in restoring work sites to serviceable condition (i.e., repairing asphalt and concrete, and filling holes).
- Reads and interprets sewer maps, blueprint, construction plans, and as-built drawings.
- Repairs leaks, stoppages, lines, and valves.
- Adheres to work schedule and attendance requirements.
- Adheres to all safety rules and regulations.
- Performs other duties as directed and required.

- Must create a positive public image as a representative of the city.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of public relations and communications principles and practices.
- Knowledge of computers and job-related software programs.
- Knowledge of state and federal regulations affecting sewer utilities.
- Knowledge of principles, practices, techniques, and skills regarding sewer operations.
- Knowledge of all codes, requirements, and regulations of sewer collection, sewer piping infrastructure, service taps, metering and equipment.
- Knowledge of equipment, tools, and supplies required to accomplish all operations.
- Knowledge and ability to compare and/or judge the readily observable functional, structural or compositional characteristics (whether similar to or divergent from obvious standards) of systems lines, meters, gauges and repairs.
- Strong supervisory and leadership skills.
- Skilled in creating ideas that improve production, organizational performance, or result in cost or time savings for the department.
- Skilled in establishing and maintaining effective work relationships and communicating in a positive and respectful manner with City staff, officials, other government and private agency officials, and the general public.
- Skilled in dealing with customers and able to handle stressful situations.
- Skilled in managing multiple projects and deadlines.
- Skilled in organization, including attention to detail.
- Skilled in the operation of light, moderate and heavy motorized equipment.
- Ability to read a variety of technical data, policy and procedure manuals, codes, professional journals, etc.
- Ability to inspect items for proper length, width, depth and shape; identify degrees of similarity in form; and visually read a myriad of information.
- Ability to perform manual labor in all weather conditions.
- Ability to perform in hazardous conditions and around public roadways.
- Ability to work in confined spaces.
- Ability to perform maintenance and repair of lines with little or no supervision.
- Ability to demonstrate initiative and creativity in coordinating tasks and projects.
- Ability to collect and analyze information, to interpret policies and other materials, and to assist in the development of workable solutions.
- Ability to plan and coordinate administrative activities and schedules in municipal government.
- Ability to manage and prioritize routine, specialized, and complex assignments and problems.
- Ability to demonstrate flexibility and cooperative attitude when faced with change.
- Ability to be flexible and change job priorities at a moment's notice.
- Ability to communicate effectively verbally and in writing with staff, City Officials, and the public.
- Ability to work harmoniously with a diversity of individuals both inside and outside the City offices.
- Ability to make sound professional judgment based on department needs and cost effectiveness.
- Ability to operate motor vehicle to drive to training centers or various departments as necessary.
- Ability to travel occasionally for meetings, training, or career development.

QUALIFICATIONS, TRAINING AND EXPERIENCE:

Required Qualification(s):

High school diploma or GED obtained. Drive license required.

Preferred/Desirable Qualification(s):

Bachelors degree. Four (4) years progressively responsible experience in installation and maintenance of sewer systems or related field. Prior governmental experience.

Special Requirement(s):

May require additional licenses and certifications such as Class A CDL, wastewater collections, and Maintenance of Traffic (M.O.T.) Certification. CPR certified or ability to obtain certification.

An equivalent combination of education, training and experience may be substituted for the minimum requirements.

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

The physical demands described here are representative of those that must be met by an employee successfully to perform the essential functions of this job. The work environment characteristics are 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 job functions.

Physical Demands:

Required to operate a vehicle and/or equipment. Tasks involve the intermittent performance of physically demanding work, typically involving some combination of climbing ladders, reaching, bending, kneeling, crouching, standing and making continuous hand/arm movements. Sufficient vision and hearing to safety and accurately perform essential functions (with or without correction) is required. Works at heights (up to 150 feet). May work in strong odors. May also require lifting, carrying, pushing or pulling of objects and materials weighing 20-50 lbs. Must be available to work night, weekend, and holiday shifts. On night, weekend, or holiday shifts as assigned, may be required to work alone. On such assignments, within established policies and procedures, incumbents of this class are expected to work with considerable initiative and independent judgement in identifying and taking corrective action on the more routine problems.

Work Environment:

Works outside with exposure to extreme weather conditions such as heat, sun, cold, wind, rain, storms, etc. Exposure to mosquitoes, flies, bees, and other pests is also common. Exposure to normal traffic hazards. Works often in closes proximity to moving vehicles/equipment.

This job description is not intended to be a contract for employment, and the employer reserves the right to make any necessary revisions to the job description at any time without notice.

Employee Signature: _____ Date: _____