

JURUPA COMMUNITY SERVICES DISTRICT COLLECTIONS & MAINTENANCE FOREMAN

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

Under supervision of the Collections Supervisor, plans, coordinates, directs, and supervises the work of crews of skilled and semi-skilled workers engaged in a variety of construction, maintenance and repair tasks of the municipal sewer collection system; performs related work as assigned.

CLASS CHARACTERISTICS

This class is characterized by its responsibility for supervision of sewer collections system maintenance crews and the incumbent exercises daily supervision over assigned personnel and coordinates the work of multiple crews.

ESSENTIAL FUNCTIONS

The duties listed below 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 the position if the work is similar, related or a logical assignment to the class.

These functions may not be present in all positions in multiple position classes. When a position is to be filled, the essential functions will be noted in the announcement of position availability. Letters in parenthesis at the end of each function statement represent the abilities required to perform that function.

Plans, coordinates, supervises, and inspects the work of those engaged in the repair, construction and maintenance of the sewer collection system. (a c f g i j k l n o r)

Evaluates service needs and work methods; establishes and enforces operating and safety procedures. (a b c e f g h i j k o r)

Estimates time and material costs; requisitions required supplies and equipment; evaluates and institutes changes in work methods and priorities; assists in developing the division budget. (a b c f g i k l o q r)

Maintains records and writes a variety of reports and memos on work performed, materials and equipment utilization, and vandalism. (a b c r)

Assists in the selection of employees; plans, organizes, and assigns work; conducts or directs staff training and development; review and evaluate employee performance. (a b c d e f i j k n r)

Coordinates work with other divisions and agencies; inspects work and directs efficient and effective operations. (a b c h i j r)

Performs other tasks/functions deemed necessary to the daily operation of the District; responds to emergency situations. (All)

REQUISITE ABILITIES

- a. Communicate clearly and concisely, both orally and in writing.
- b. Prepare reports and keep accurate records.
- c. Analyze data and information and draw logical conclusions.
- d. Supervise employees.
- e. Train personnel on unit activities, procedures and regulations.
- f. Assist in making decisions regarding operational and personnel functions.
- g. Ensure the effective utilization of time, materials and equipment.
- h. Respond to emergency and problem situations in an effective manner.
- i. Communicate effectively with a variety of personnel and establish/maintain effective working relationships.
- j. Explain and apply policies and procedures.
- k. Interpret and apply rules, regulations, legislation and policies.
- l. Understand and follow verbal and written directions.
- m. Use/care of tools, materials, and equipment common to the repair/maintenance of the sewer system.
- n. Plan, assign and inspect the work of subordinates.
- o. Allocate equipment, materials, and personnel in a cost effective manner.
- p. Read and understand atlas maps, blueprints, charts and gauges.
- q. Prepare cost estimates for time, materials and equipment.
- r. Meet the physical requirements established by the District.

QUALIFICATIONS GUIDELINES

Education and/or Experience

Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for acceptable job performance. Example combinations include graduation from high school or equivalent supplemented by specialized training in the maintenance and repair of sewer collection systems and three years of progressively responsible experience in the maintenance and repair of sewer systems including one year of experience in a lead supervisory capacity.

Knowledge and Skill Levels

Considerable knowledge of methods, materials, and equipment used in the repair and maintenance of sewer collection systems; effective and efficient methods and procedures for scheduling and assigning work of sewer repair and maintenance personnel; safe operating procedures in the repair and maintenance of sewer systems; effective customer relations. Working knowledge of basic principles and practices of engineering related to sewer systems and wastewater treatment plants.

Physical Requirements

Employees must meet the following requirements which are necessary to successfully perform the essential functions of this class: Communicate orally and by telephone with management, co-workers, and the public in face-to-face, one-to-one, and group settings; use office equipment such as computer terminals; sit for extended periods of

time; have hearing and vision within normal ranges; carry, push, reach and lift up to 60 pounds; occasionally stoop, kneel or crouch; sufficient manual dexterity to operate equipment; walk on uneven terrain; work in an outdoor environment with possible exposure to harsh weather conditions, heavy equipment, dust, noise, and potentially hazardous substances; stoop, kneel, crouch, and climb; work in confined spaces; work in trenches and elevated areas.

Special Requirements

Possession of or ability to obtain a Class A California driver's license with air brake and tanker endorsement and a satisfactory driving record.

Possession of or ability to obtain certification from District provided CPR/First Aid Training.

Possession of the following certificates; CWEA, Sewer Collection Grade III Certificate, State of California.

Must meet CAL-OSHA respiratory facemask requirements.

Must be willing to assume responsibility for 24-hour operations in assigned area of responsibility or to respond to emergency situations in off hours as required.

FLSA / NON-EXEMPT
Range 46

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