

**CITY OF ANAHUAC
FY 2015 JOB DESCRIPTION**

Position: Maintenance & Repair Foreman	Department: Utilities
Supervised by: City Administrator	Salary Level: Per Budget FLSA Status: Non-Exempt

Job summary:

Under the direction of the City Administrator this working foreman position provides direct supervision over and participates in the job site activities of the Utility maintenance and repair crews, Code and Building Inspector and Animal Control Officer. The position participates in, assists, supervises and evaluates the technical work of field personnel involved in a variety of Utility and maintenance functions.

Essential Job Functions:

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

- Participates in and assigns, supervises and evaluates the technical work of assigned personnel
- Participates in and supervises work in progress and upon completion to assure compliance with work orders and applicable laws, codes and standards
- May discipline personnel as appropriate according to established policies and procedures and as approved by the City Administrator.
- Develops work schedules and priorities for assigned personnel and work projects and special projects to be completed.
- Performs the installation, maintenance and repair of equipment, facilities, pipes, pumps, plants, and facilities related the City's potable water supply, wastewater system, Rights-of-Way and buildings under the direction of the City Administrator.
- Inspects reservoirs, tanks, pumps, equipment, and facilities and determines needed repairs and cleaning; participates in required maintenance, repair and cleaning
- Reads and interprets mechanical, electrical and electronic blueprints, schematics and diagrams to troubleshoot and resolve system and equipment malfunctions and needed repairs
- Maintains adequate inventories of parts and supplies; determines and requisitions or purchases parts and supplies according to established policies and procedures.
- Prepares and maintains a variety of records related to work performed chemicals supplies, parts and equipment inventories, telemetry readings, water quality activities and preventive maintenance.
- Maintains vehicles, equipment, storage areas, pumps, facilities. and lift stations in a safe, clean and orderly condition.

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- Coordinates and inspects Contractors' work for City Construction projects
- Coordinates maintenance and repair activities with other agencies as required
- Prepares daily reports, logs and records in an effective and informative manner
- Ensures the enforcement of safety procedures at the job sites
- Routinely flushes hydrants
- Responds to emergency calls after hours on a rotating schedule
- Performs other related duties as required or assigned
- Subject to emergency callout
- Subject to rotating weekend/after-hours duty
- Attends training and meetings as required

Minimum Job Requirements:

- High school diploma or GED
- Minimum 5 years supervisory experience in the maintenance and operation of Public Works/Utility systems
- Knowledge of routine construction maintenance and repair methods used in Public Works/Utility operations.
- Ability to pass mandatory drug/alcohol screen test
- Ability to communicate clearly and concisely, both orally and in writing
- Ability to read and interpret maps, sketches, drawings, specifications and technical manuals
- Ability to establish and maintain effective working relationships with superiors, co-workers and the public
- "Grade II" Wastewater Collection Certification – TCEQ, and
- "C" Water Distribution Certification – TCEQ, or
- "C" Water/Wastewater Certification for plant operations

Physical Requirements:

Physical strength and ability to perform heavy manual labor for extended periods under dirty and uncomfortable conditions in all kinds of weather is required, including the ability to lift, carry, push, or pull objects or materials up to 100 pounds. The position requires the ability to work in confined spaces, in traffic and exposure to noise, fumes, and chemicals, as well as frequent standing, walking, carrying, climbing, bending, crouching, kneeling, reaching, pushing, pulling, grasping and continuous hand and finger movement. The position also requires sufficient visual acuity to operate assigned machinery and equipment and the ability to speak and hear.

This job description does not constitute an employment contract and is subject to change as the needs of the City of Anahuac and the requirements of the job change. Regular and consistent attendance, productive work effort, efficient use and care of equipment and resources, situational awareness, positive attitude and demeanor, willing cooperation with supervision and instructions, initiative, responsiveness, courtesy, and a demonstrated commitment to public service and quality workmanship are conditions of continuing employment.

Approved by City Council on: Oct. 14, 2014

City Administrator: *Derek Spivey* 10/21/2014

Mayor: _____

Employee Acknowledgement/Date: _____