

Background and Application Instructions for Utility Maintenance Foreman

This is to provide a summary on the background behind the hiring for the Utility Maintenance Foreman position and to issue a standard set of application instructions to all interested individuals.

The individual in this supervisory position has a critical role in leading the maintenance efforts of the Town of Amherst's public works crew which generally focuses on sustaining municipal water and sewer services. The position description is attached.

All applicants are expected to be high school graduates and possess a valid driver's license.

The Town provides health insurance, vacation/holiday leave time, VRS retirement plan and other benefits to full-time positions. The hiring rate depends upon the qualifications of the individual selected for an offer of employment.

Applicants are to fill out a Town of Amherst application form available on the Town's web site at www.amherstva.gov and return it to the Town Hall at P.O. Box 280; Amherst, VA 24521. A resume will not be considered an acceptable substitute for this application.

Applications will be reviewed on the basis of apparent qualifications. Unqualified individuals will not be considered. **General inquiries via telephone or in person are discouraged.**

Screening interviews will be scheduled as applications are received with final consideration of applications up until the position is filled. Applicants will be subject to background investigation and drug testing prior to hire.

The Town will give preference to applicants that have appropriate experience and good people skills.

The employment application form can be downloaded from:

<http://www.amherstva.gov/menu/departments/forms/Employment%20Application%20080422.doc>

Utility Maintenance Foreman

The Town of Amherst is accepting applications for a Utility Maintenance Foreman position. This is a full-time job with benefits and a \$42,683 - \$63,425/yr pay range. Individuals with experience in construction, utility maintenance and/or water and sewer system operation are encouraged to apply before August 25, 2015. Information on the Town, this position and application procedures can be found at www.amherstva.gov.
EOE

Utility Maintenance Foreman

Department: Public Utilities

FLSA Status: Non-Exempt

General Definition of Work

Performs difficult skilled trades' work overseeing, supervising and participating in the repair and maintenance of water and sewer lines and appurtenances and the testing, repair and maintenance of water meters, and related work as apparent or assigned. Work is performed under the limited supervision of the Public Utilities Director. Continuous supervision is exercised over Utility Maintenance Technician.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

Essential Functions

Supervises and participates in the work of semiskilled and skilled workers in the installation, repair, maintenance or construction of water and sewer lines and related facilities.

Coordinates and prioritizes staff assignments; assigns, directs, trains and inspects the work of personnel; disciplines and evaluates staff performance; develops staff schedules; recommends hiring, transfer, promotion, suspension, termination and demotion.

Manages the procurement process for the division; orders equipment and supplies; maintains inventory.

Enters a variety of data into computer; prepares reports; maintains files and records.

Maintains Town rights of way and access roads; schedules and performs Town beautification, streetscape and related assignments.

Locates water and sewer lines for Miss Utility (VA 811).

Performs special projects as assigned by the Public Utilities Director.

Assists with the daily operation of the Water and Wastewater Treatment Plants; schedules and performs equipment installations, maintenance and repairs and preventive maintenance.

Coordinates and participates in snow and ice removal from Town properties and access roads.

Reads water meters; terminates water service for non-payment; restores water service.

Operates various types of medium to heavy equipment, such as back hoe, dump truck, jet vac, tractors, mowers, etc.

Participates in safety training; maintains required certifications and licenses.

Responds to customer inquiries and complaints; takes necessary action; relays more complex problems to supervisor.

Performs on-call and stand-by after hour duties as requested.

Knowledge, Skills and Abilities

Thorough knowledge of repair, maintenance and construction of water and sewer lines; thorough knowledge of the tools, materials and equipment used in such repair work; thorough knowledge in reading and interpreting mechanical diagrams, engineering drawings, and various maintenance manuals; thorough knowledge in the use of standard office equipment and associated software; thorough knowledge in the use of Antero Data Software; thorough knowledge of the occupational hazards and safety precautions of the work; thorough knowledge of the fabrication of water and sewer line equipment, tools and appurtenances; some electrical knowledge required to troubleshoot issues with Water and Sewer Plant equipment; ability to assign and supervise the work of assigned personnel;

Utility Maintenance Foreman

ability to repair equipment; ability to make arithmetic computations using whole numbers, fractions and decimals; ability to compute rates, ratios and percentages; ability to understand and apply governmental accounting practices in maintenance of financial records; ability to understand and utilize complex formulas for computations; ability to read maps and drawings; mechanical aptitude; ability to establish and maintain effective working relationships with associates and the general public.

Education and Experience

High school diploma or GED and considerable experience in the maintenance, repair and/or construction of water and sewer lines, or equivalent combination of education and experience.

Physical Requirements

This work requires the regular exertion of up to 10 pounds of force, frequent exertion of up to 25 pounds of force and occasional exertion of up to 100 pounds of force; work regularly requires standing, walking, using hands to finger, handle or feel, stooping, kneeling, crouching or crawling, reaching with hands and arms, pushing or pulling, lifting and repetitive motions, frequently requires speaking or hearing and climbing or balancing and occasionally requires sitting and tasting or smelling; work requires ability to adjust focus, depth perception and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices, assembly or fabrication of parts within arm's length, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work regularly requires exposure to wet humid conditions (non-weather), working near moving mechanical parts and exposure to outdoor weather conditions, frequently requires exposure to fumes or airborne particles, exposure to the risk of electrical shock, exposure to vibration and exposure to blood borne pathogens and may be required to wear specialized personal protective equipment and occasionally requires working in high, precarious places, exposure to toxic or caustic chemicals, exposure to extreme heat (non-weather), working with explosives and wearing a self-contained breathing apparatus; work is generally in a loud noise location (e.g. grounds maintenance, heavy traffic).

Special Requirements

Valid commercial driver's license with Class B endorsement in the Commonwealth of Virginia, or obtain such within six months of employment.

Obtain CPR/First Aid, DOT Flagger, and Work Zone Safety certifications within one year of employment.

Obtain Virginia Pesticides Applicator license within one year of employment.

Complete Blood borne Pathogens, Confined Space and Lockout Tag Out training within one year of employment.

Obtain Class IV water and wastewater licenses within two years of employment.

Last Revised: 7/31/2015