



**The Town of Amherst is seeking potential candidates for the position of
MAINTENANCE FOREMAN**

You can apply for this position by using the Printable application that can be found [HERE](#) and submitted in person at 174 South Main Street, Amherst, VA 24521 or apply through Indeed using this [Indeed Link](#)

Starting pay is from \$56,333 annually, dependent on qualifications, years of experience, and education.

This is a full time position.

Benefits of working for the Town of Amherst include:

- Dental insurance
- Employee assistance program
- Health insurance
- Opportunities for advancement
- Paid time off
- Parental leave
- Professional development assistance
- Retirement plan

Job Overview

We are seeking an experienced and dedicated Maintenance Foreman to lead and supervise a variety of public works operations, including water and sewer utility maintenance, grounds maintenance, and town beautification efforts. This position plays a vital role in ensuring the safety, functionality, and appearance of the community while providing reliable public services to residents.

The Maintenance Foreman is responsible for overseeing daily field operations, coordinating work crews, assigning tasks, and ensuring projects are completed efficiently and safely. Duties include supervising the installation, maintenance, and repair of water and sewer utility lines; responding to utility emergencies; operating and maintaining equipment; overseeing grass cutting, weed eating, brush removal, and landscaping activities; and directing town beautification projects to maintain attractive public spaces, parks, rights-of-way, and municipal properties.

The ideal candidate will possess strong leadership, communication, and problem-solving skills, along with experience in water and waste water plants, utility maintenance, equipment operation,

grounds maintenance, and crew supervision. A thorough understanding of workplace safety practices and a commitment to providing quality service to the community are essential.

If you are a motivated, hands-on leader who takes pride in maintaining critical infrastructure and enhancing the appearance of the community, we encourage you to apply.

Responsibilities

- 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.
- Cooperates with and directs the maintenance, construction and repair of the Town water and wastewater collection and distribution systems; diagnose and repair pump stations and water plants.
- 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.
- Participates in safety training; maintains required certifications and licenses.
- Facilitates and maintains training and certifications of maintenance personnel.
- Manages the procurement process for the division; orders equipment and supplies; maintains inventory of all relevant supplies, equipment, and materials in appropriate software programs.
- Coordinates Maintenance activities with Utilities, assists with public events with Town Hall and Police, and coordinates daily operations with office staff.
- Assists with and monitors Maintenance annual budget.
- Enters a variety of data into computer; prepares reports; maintains files and records.
- Maintains work order system.
- 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 operation of the Water and Wastewater Treatment Plants as needed; 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.
- 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.

Skills

- 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
- Strong supervising experience with demonstrated leadership capabilities.
- 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
- Excellent organizational skills with the ability to prioritize multiple tasks effectively.
- Ability to communicate clearly with team members and clients alike.
- Passion for outdoor work combined with a commitment to safety standards and quality workmanship. This role offers an engaging environment where your expertise will directly impact the beauty and functionality of outdoor spaces. We value energetic leaders who are eager to motivate teams!

Pay: From \$56,333.00 per year

Benefits:

- Dental insurance
- Employee assistance program
- Health insurance
- Opportunities for advancement
- Paid time off
- Parental leave
- Professional development assistance
- Retirement plan
- Vision insurance

Work Location: In person