

WATER & SEWER CONSTRUCTION AND MAINTENANCE FOREMAN

Official City Job Description: Water & Sewer Construction and Maintenance Foreman

General:

The Water & Light Department Operations Chief directs and supervises the planning, administration, and direction of the maintenance and repair functions of the City's water and sanitary sewer facilities and equipment. **The Water and Sewer Construction and Maintenance Foreman** shall provide supervision of activities performed by the work crews responsible for the operation and maintenance of the City's water and the sanitary sewer systems and reports directly to the Operations Chief.

The City of West Point, MS provides public water and sanitary sewer service to some 5,700 customers. The ten (10) employee construction and maintenance crews are specifically responsible for the operation, maintenance, and repair of all water and sewer facilities within the City of West Point. The division operates and maintains more than one hundred fifty (150) miles of water and sanitary sewer lines, two (2) water pumping stations, seven (7) water storage facilities with 3.5M gallons of capacity, and more than six hundred eighty-eight (688) fire hydrants. The division is also responsible for remotely monitoring all water and sewer pump stations with a 24/7 computerized control center, operating a state-certified water testing laboratory, maintaining a vehicle and equipment fleet as well as a storeroom and supply yard in support of departmental operations, completing monthly readings of more than 6,100 water meters, and marking underground utilities in coordination with MS 811.

Position Overview: This is an exciting opportunity for an experienced Water/Wastewater Construction and Maintenance Foreman. In this role the successful candidate will be responsible for the direction and daily supervision of all work crew personnel on assigned water and wastewater infrastructure and line work construction and maintenance projects.

Minimum Requirements:

Must be at least 25 years of age
Valid Mississippi Driver's License

Minimum Qualifications: High School or GED plus eight (8) years of experience, including four (4) in a supervisory capacity, in positions such as utility maintenance, operation and construction; or any equivalent combination of experience and training, in a position of similar complexity, which provides the required knowledge, skills, and abilities

Additional Requirements:

Pre-employment Physical & Drug Screen
CDL: Preferred but not required

Responsibilities:

- Monitor the project so that a safe work place is being maintained and safety policy is administered
- Ensure quality standards are met or exceeded
- Short-term scheduling including manpower and equipment resources
- Coordination of permit and regulatory inspections
- Field document control including daily reports
- Progress photographs
- Subcontract coordination
- As-Built drawings
- Participate in post construction review
- Knowledge of contract documents
- Completion of every project within time and budget
- Accurate and timely quantity reporting and time keeping
- Identify and communicate all changes in scope to the Operations Chief

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Duties include but are not limited to:

- Supervise two (2) or more labor crews that maintain the water and sanitary sewer systems.
- Reports to and provides support to the Operations Chief for administrative and operational matters, and may perform as divisional representative in the Chief's absence
- Ensure continuous water and sanitary sewer service to 5700 customers with minimal disruption
- Ensure safe and environmentally acceptable conveyance of wastewater to the wastewater treatment facility
- Prepares reports and maintains accurate records of work to include labor, materials, equipment, etc.
- Use a detailed hand written, computer, or iPad for work order management system
- Ensure subordinate employees follow all city and departmental guidelines, policies and procedures related to hiring, promotions, disciplinary actions, etc.
- Ensure all subordinate employees are up to date on all safety training, and enforces procedures to alleviate occupational hazards and comply with all City, State and Federal requirements
- Prepare employee performance feedback evaluations and counsel subordinate employees
- Assists operational budget preparation; monitors budget expenditures
- Solve citizen problems in a courteous and timely manner
- Recommend and implement process improvements
- Responds to emergencies at night, on weekends, and/or holidays to ensure adequate resources, supervision, guidance, and timely correction of problems; rotates weekend standby as necessary
- Work in all types of weather conditions
- Other tasks/duties as assigned

Preferences:

Prior proven success in a management/supervisory role; knowledge of regulatory standards and requirements of a municipal water distribution system and sanitary sewer system; experience in design and installation of water supply and sewage systems; experience in planning and organizing work projects; experience in diagnosing operational design and technical problems; knowledge of computerized work order management system and mapping system; knowledge of utility marking standards, laws and excavation requirements.

Special Instructions:

Please complete the application in its entirety. The application is the primary required document used to screen qualifications and years of experience. A resume does not replace a completed application. Fields on the application left blank, including but not limited to job duties, dates of employment, and hours worked, may cause your application to be incomplete

You will not be able to access the details of this job ad once the closing date has passed. If you would like to retain this information, please take a screen shot or print using your browser's printing capability.

Your responses to any "Supplemental Questions", if attached to this requisition, must be supported by the information you give us in the work experience section of this application. Be sure you are thorough in describing your skills and duties as you complete the work experience section. If the information cannot be verified you will not receive credit

Provide a copy of all your certifications or related professional licenses. If selected for this position you may be required to submit official transcripts from all accredited colleges or universities listed on your application. All higher education institutions must be accredited by an agency recognized by the US Department of Education.

Current City of West Point employees who have their official transcripts from their accredited college or university in their personnel file will not have to provide another transcript to the Director of Human Resources

Forward your *OFFICIAL transcripts from accredited colleges or universities to:

West Point Water & Light Department
Attn: Operations Chief
P.O. Box 1117
West Point, MS 39773