

Job Description

Job Title: Preventative Maintenance Foreman

Area: Water (413)

Pay Grade: 8

Reports To: Distribution/ Collection Supervisor and Water Manager

Supervises Directly: Civil Technician

Job Summary:

Develops and coordinates a schedule for all preventative maintenance on the water and sewer lines for Columbus Light and Water.

Essential Functions:

1. Regular and prompt attendance as scheduled.
2. Must be able to operate in a safe manner and follow all CL&W safety procedures.
3. Must be able to use and care for the tools, equipment, and materials used including the sewer truck, air compressor, jack hammer, and other related equipment.
4. Must be able to operate and maintain all camera equipment for sewer inspections.
5. Will be responsible for flow testing of all hydrants.
6. Will develop a cleaning, smoke testing, and camera schedule for all sewer lines.
7. Will be responsible for developing basin studies and work towards reducing rain/ ground water infiltration into the sewer system.
8. Must be able to do inspections on manholes and coordinate any corrective actions.
9. Will work with distribution supervisor to coordinate all CIPP lining projects.
10. Must be able to work with mapping to update all changes to the system.
11. Will be responsible for coordinating draw-down tests on all lift stations.
12. Will be responsible for other related duties as requested by Supervisor.

Educational Requirements:

Must have high school diploma, GED or equivalent.

Job Requirements:

1. Must have physical strength and agility necessary to carry out heavy manual work; be able to lift 100 lbs. and frequently lift and carry objects weighing up to 50 lbs.
2. Must be able to receive, understand, and follow written and oral instructions.
3. Must be able to report all findings accurately and develop a corrective action plan.
4. Must be able to use all types of tools that might be required to complete a task.
5. Must have and maintain a valid Class "B" Mississippi Driver's License.
6. Must be able to do the math required to perform a draw down test.

7. Must be familiar with Microsoft suite including excel and word.
8. Must be able to work outdoors in various weather conditions and temperature variations, occasionally under unfavorable weather conditions.
9. Must be able to stoop, kneel, crouch, crawl, reach, handle, and feel objects.
10. Must be able to correctly erect barricades and safety lights around work site to protect co-workers from street traffic.
11. Often involved in strenuous work activities and exposed to normal hazards associated with traffic, excavation, machinery, tools, and other conditions connected with outside operational and construction activities.
12. Subject to overtime, stand-by time, and call-back during periods of time as needed.

I understand that the duties and responsibilities above are not all inclusive and other duties and responsibilities may be expected of me in the performance of this job. I realize it is my responsibility to ask my supervisor for clarification if at any time I do not understand what is expected of me in the performance of this job. I understand that I must be able to perform all essential functions of this job, with or without accommodation, and that if at any time I am not able to perform all essential functions of this job, with or without accommodation, I am to promptly notify my immediate supervisor. By signing below, I am stating that I have read and understand this job description in its entirety, and am verifying that I can perform the essential functions of this job.

Employee Signature

Date