

FOREMAN (SEWER)

Code No.: 6-06-004
NON-COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This is a supervisory position responsible for work crews assigned to sewer inspection, installation, maintenance and repair activities in a town or village. The employee may be assigned other related public works duties as required by seasonal or operational demands. The employee reports directly to, and works under the general supervision of a Commissioner of Public Works or other higher-level staff member. Does related work as required.

TYPICAL WORK ACTIVITIES: (All need not be performed in a given position. Other related activities may be performed although not listed.)

Directs the work of crews involved in the maintenance and repair of sewer lines, and lift stations, and in the installation of new sewer lines;

Assists in planning and implementing cleaning and preventive maintenance programs for all sewer lines and their components;

Keeps records and maps of sewer and lift station positions updated and on file;

Checks citizen complaints regarding poor drainage, backups and other service problems;

Keeps records on work activities and progress, equipment, parts and tool usage, employee attendance, overtime, citizen complaints and responses, department purchases, etc.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of the practices and equipment involved in the efficient installation, maintenance and repair of sewer system components; good knowledge of the safe and effective use of mechanical equipment used in utility work; good knowledge of basic inventory and record keeping procedures; ability to effectively deal with the public; ability to establish good working relationships with others; ability to supervise the work of others; ability to plan, organize and expedite the construction and maintenance of sewer utilities; ability to read and understand maps, utility drawings, blueprints and specifications; ability to measure and compute, using basic math skills, ability to read; ability to communicate orally and in writing; ability to follow instructions; ability to keep accurate records; mechanical aptitude; good judgment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma plus two (2) years paid full-time or its part-time equivalent experience in the maintenance and installation of sewer lines.

NOTE: Additional experience may be substituted for the high school diploma on a year-for-year basis.

SPECIAL REQUIREMENTS: If you are appointed, you will be required to have a valid license to operate a motor vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the position.

Monroe County Civil Service Commission

REVISED: November 10, 1983

REVISED and TITLE CHANGE: June 3, 2021

FORMERLY: Foreman (Sewers)