

WATER UTILITY FORMAN

NATURE OF WORK

Supervision is exercised over a crew involved in the maintenance, repair and construction of underground water and wastewater pipelines and related installations. The incumbent receives assignments from the Utility Maintenance Superintendent, and is expected to perform independently, with work subject to periodic inspection and upon completion. The position of this classification provides planning, organization and oversight of several crews in separated locations which may also consists of equipment operators.

This is work related to the installation, maintenance and repair of the water distribution and wastewater collection system and requires advanced knowledge of water and wastewater repair and supervisory skills. The positions in this classification are subject to 24-hour on-call status or special work shifts. The incumbent operates and maintains a variety of equipment utilized in water pipeline repair, sewer repair, street repair, and drainage services; and may assist other departments in maintenance relating to city services. The incumbent frequently participates in work when unusual problems arise.

ILLUSTRATIVE EXAMPLES OF WORK {The employee in this classification must be able to perform the following. Physical and mental tasks related to these functions will be required. Additional related duties not listed may be required and some incumbents may be assigned less than all of the functions listed. The following examples do not contain every task that could be reasonably assigned. The absence of a specified task here does not imply the task cannot be assigned if related to the nature of work, a logical assignment, or a business necessity.}

Plans, assigns, supervises, and reviews the work of crews or individuals involved in the installation, repair, replacement, and maintenance of water and sewer lines; and maintenance and repair of pumping stations.

Coordinates activities such as digging trenches for mains and excavating for water services, hydrants, and pipes. Updates as-builts, prepares/revises plans and designs for construction

Reviews the work to be scheduled with the Superintendent and assigns work to crews. Checks to see that crews have personnel, equipment, and materials allocated to them. Inspects the work of the crews at their locations and assisting when necessary.

Drives department vehicles. May operate backhoe or other heavy equipment related to street and pipeline repair. Descends and works in manholes and other confined spaces.

Coordinates, inspects, and assists in installation of street barricading, trench shoring, and utilization of safety equipment involved with projects.

Responds to citizen complaints and appraises need for maintenance. Prepares personnel time sheets and absence reports.

Performs work relating to the changing, reading, and repairing of water meters. Tests existing and new facilities upon installation of residential and commercial water meters. Instructs a small staff of utility service workers during initial training period with respect to the reading and repair of water meters.

Performs work in a safe manner, abiding by prescribed procedures to maintain a quality environment. Reports to work on a timely basis, maintains a good attendance record, and performs related work as required.

NECESSARY KNOWLEDGE, ABILITIES, AND SKILLS

Thorough knowledge of the characteristics of water distribution systems, mains, meters, valves and fire hydrants.

Thorough knowledge of the characteristics of wastewater collection systems, mains, manholes, lift stations, and related installations.

Knowledge of sanitation, safety and hazards of working in deep excavations, trenches, or confined spaces subject to gaseous contamination.

Ability to plan and direct the work of subordinate equipment operators and laborer personnel performing various maintenance, repair and minor construction tasks.

Ability to lift, maneuver and manipulate tools and equipment for extended periods, sometimes in confined spaces.

Ability to read, write, perform basic arithmetic, and interpret sewer wye records.. Ability to estimate time, material, and equipment required for various types of water or wastewater system repairs.

Ability to establish effective working relationships with customers, employees, city representatives, and others.

Possession and maintenance of the valid Louisiana driver's license.

TRAINING AND EXPERIENCE REQUIREMENTS

High school diploma or G.E.D. and extensive experience, or any equivalent combination of education, training and experience accepted under Louisiana Operator Certification law.

NECESSARY SPECIAL REQUIREMENTS

1. Possession of Class III certification in Water Distribution or Class III certification in Wastewater Collection by the State of Louisiana prior to appointment to this position.
2. Possession of Class III certification in Water Distribution and Class III certification in Wastewater Collection by the State of Louisiana within three years of appointment as a condition of continued employment in the position.