

Title: Maintenance Foreman
Department: Public Works
Division/Office: Wastewater Facilities Division



Grade 2118; Hourly position; Category: Classified; Job Code: WFFW; Rev.:07/01/2021

General Description

The purpose of this position is to perform routine and complex maintenance tasks and directing the personnel involved in maintenance activities for the entire wastewater facility. Plans, directs, and coordinates the operations and upgrade of wastewater plant equipment.

This supervisory position works independently, under limited supervision, reporting major activities through periodic meetings.

Duties and Responsibilities

The functions listed below are those that represent the majority of the time spent working in this position. Management may assign additional functions as necessary.

- Coordinates, assigns and reviews work and establishes work schedules; maintains standards; monitors status of work in progress; inspects completed work assignments; answers questions; gives advice and direction as needed.
- Develops and improves a comprehensive preventative maintenance program.
- Maintains maintenance records for all mechanical equipment in cooperation with staff.
- Reviews and ensures compliance with land application permit requirements.
- Prepares monthly Sewer Advisory Board reports on plant maintenance activities.
- Reviews staff time and labor distribution sheets description and accuracy.
- Assists in budget preparation process for Maintenance section.
- Provides purchasing staff with sufficient information such as part numbers, descriptions, specifications, etc. to enable accurate procurement and pricing from multiple vendors.
- Reviews completed quotation summaries prior to transmittal to vendors.
- Coordinates maintenance work with plant operations staff.
- Performs related work as required.

Minimum Education and Experience Requirements

Requires High School graduation or GED equivalent supplemented by advanced technical training in electrical and mechanical repair and maintenance supplemented by five (5) years of experience in mechanical maintenance work of a wastewater facility or an equivalent combination of education, training and experience.

Additional Requirements:

Thorough knowledge of the principles, terminology, tools and equipment used in mechanical, electrical and/or building repair work; thorough knowledge of the design and maintenance requirements of pumps, valves, gauges and/or other wastewater facilities equipment; ability to plan and direct the work of maintenance staff; ability to prepare accurate reports; thorough knowledge of the occupational hazards connected with general maintenance operations; ability to observe and enforce appropriate safety precautions; ability to perform manual work; ability to establish and maintain effective working relationship with coworkers and supervisors; working knowledge of personal computers and pertinent applications; regular and timely attendance; performance of duties in a safe manner.

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Americans with Disabilities Act Requirements:

This is very heavy work requiring exertion in excess of 100 pounds of force occasionally, in excess of 50 pounds of force frequently, and in excess of 20 pounds of force constantly to move objects; work requires climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; physical attendance at work site is required to perform manual tasks, provide immediate service to onsite customers, and supervise or interact with work group; visual acuity is required for depth perception, color perception, night vision, visual inspection involving small defects and/or small parts, use of measuring devices, assembly or fabrication of parts at or within arm's length, operation of machines, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; mental acuity is required to make rational decisions through sound logic and deductive processes; the worker is subject to inside and outside environmental conditions, noise, vibration, hazards, atmospheric conditions, and oils.

Special Certifications and License Requirements:

- Must possess and retain a valid commercial driver license which will permit the operation of all County commercial type vehicular equipment and maintain an acceptable driving history.
- Must possess and retain a valid Class F license (handling & transporting liquid wastewater) issued by the State of Delaware and any other such State required license within 12 months of hire in order to retain position.
- Must possess and retain designation as Registered Flagger.

Notices:

Kent County is an Equal Opportunity Employer. ADA requires the County to provide reasonable accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management. This is an employment at-will position.

Employee Acknowledgement