

HRSD

Position Description: Interceptor Systems Foreman

Section I. Position Reference Information

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| a. | Department | Interceptor Systems |
| b. | Division | South Shore Interceptor Operations |
| c. | Position Title | Interceptor Systems Foreman |
| d. | Immediate Supervisor | Interceptor Chief Foreman |
| e. | Work Center | South Shore Operations |
| f. | Grade | 6 |

Section II. Position Summary

Under broad guidance, the Interceptor System Foreman is responsible for:

- Planning and supervising the work of a crew of Technicians and Assistants engaged in Interceptor System maintenance, operation, construction and repair activities
- Manages manpower, equipment, materials, scheduling, while providing supervision and leadership

Section III. Examples of Position Duties

- Supervises the construction and repair of equipment and structures at pump stations and on pipelines
- Performs duties required to carry out preventative maintenance program
- Work involves welding, carpentry, masonry, concrete, plumbing, pipe fitting (including large diameter pipe), painting and other skilled trades
- Plans, programs and schedules repair operations relative to pumping stations, Interceptor Systems and certain plant maintenance
- Provides added technical assistance that may be requested by the Interceptor Superintendent or Interceptor Chief Foreman
- Projects may involve force main or gravity sewer failures; pump replacement or addition; and line relocations and systems alarms
- Responsible to answer emergency calls on a 24-hour basis
- Follows principles and goals of Quality Improvement initiatives

Section IV. Position Contacts

a. Internal Contacts

<i>Contact</i>	<i>Purpose</i>	<i>Frequency</i>
Chief Foreman	Coordination of daily work assignments, Assistance with movement of equipment, supplies, material for special situations	Daily
Interceptor Superintendent	Coordination of daily work assignments, Assistance with movement of equipment, supplies, material for special situations	As Needed
Pump Station Supervisor	Coordination of personnel, Assistance with special projects	Daily
Interceptor Supervisor	Coordination of personnel, Assistance with special projects	Daily

b. **External Contacts**

<i>Contact</i>	<i>Purpose</i>	<i>Frequency</i>
Local Utilities / Jurisdictions	Coordination for special projects and repairs	As Needed
Various Contractors	Coordination / Assistance with various road and pipe projects	As Needed

Section V. Position Accountabilities and Expectations

- a. Extensive knowledge of interceptor systems, including force mains, gravity sewers, pumping stations and related shop activities, a working knowledge of various trades involved, such as plumbing, pipe laying, welding, masonry and concrete work and carpentry
- b. Ability to read and interpret plans and specifications
- c. Ability to deal effectively with the public, other agencies and other departments
- d. Ability to use computer in performance of duties
- e. Ability to plan and supervise the work of subordinates
- f. Ability to understand and follow oral and written instructions and make reports

Section VI. Working Conditions

- a. Must be able to work overtime and/ or unusual hours as necessary
- b. Must wear a mobile phone and be immediately accessible by telephone in order to respond to emergencies according to a Stand by schedule or as announced; nature of work requires employee to have a telephone at their place of residence
- c. Must work in varying climatic conditions outdoors; indoor work environment may be routinely hot, cold, misty, and/or unventilated; work involves exposure to hazardous materials and handling of wastewater

Section VII. Physical Requirements

- a. Work requires the ability to lift heavy loads (over 75 pounds); over 50% of work involves walking, climbing, standing or bending
- b. Works at times, in an OSHA designated noise environment (over 85 decibels)
- c. Must be medically certified to wear a respirator up to half an hour

Section VIII. Other

- a. Medical certification of physical requirements may be required
- b. Must be a U.S. Citizen

Section IX. Qualification Standards

- a. Education
 - Required
 - High school diploma or GED equivalency AND a graduate of HRSD’s four-year Maintenance Apprenticeship Program or approved equivalent
- b. Experience
 1. Required
 - Four (4) years maintenance experience related to interceptor systems activities in association with the Interceptor Systems Apprentice Program OJT (on-the-job training), or have (5) years experience in the operation, maintenance and repair of large sewage Interceptor systems or collections systems and their associated components

- 2. Desired
 - a) Familiarity with computers
 - b) Prior supervisory experience
- c. Training Levels

This position is fully qualified at Grade 6, with experience & education as noted above. For those persons less qualified, the following training levels have been established:

Grade 6a - Four (4) years of increasingly responsible maintenance experience related to interceptor systems (or appropriately related field) & completion of 3 years of HRSD's Maintenance Apprenticeship Program or approved equivalent

Grade 6b - Four (4) years of increasingly responsible maintenance experience related to interceptor systems (or appropriately related field) & completion of 2 years of HRSD's Maintenance Apprenticeship Program or approved equivalent

- d. Special Licenses
Required

Valid commercial driver's license from state of residence