

## UTILITY MAINTENANCE FOREMAN

**POSITION SUMMARY:** This is a professional position within the utility division of the public services department. Responsible for assigning, directing, completing, projects, and contracted services. Perform various administrative and support functions including asset management, oversight over the computerized maintenance management system (CMMS), budgeting, and monitoring daily operations. Plan, coordinate, and monitor operations related to daily work activities, special projects, and contracted services. Work involves the use of reasoned judgments and specialized knowledge and skills in the activities related to utility plant maintenance operations. Provide staff oversight, mentoring and evaluation, and encourages teamwork. Facilitate efficient and effective operations and can be responsible for both contractual services and employees. Exercise independent judgment, discretion, and demonstrates strong ethical, professional, and service-oriented leadership. Employees in this position are required to provide proper coverage for all events.

**SUPERVISION RECEIVED:** Work is performed under the direct supervision of the utility maintenance manager or designee.

**SUPERVISION EXERCISED:** Supervision is exercised over subordinate employees.

**ESSENTIAL JOB FUNCTIONS:** *An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.*

1. Work cooperatively with the utility maintenance manager, boards and commissions, departmental staff, and others to establish priorities, develop plans and goals, develop policies and procedures, coordinate activities, and implement projects. May serve as a lead person on projects and committees.
2. Schedule daily activities and assign personnel, set priorities, and direct the work of employees; provide timely coaching and performance evaluations; assist in selecting department personnel. Ensure proper labor relations and conditions of employment are maintained.
3. Identify employee development and training needs and ensure that training is obtained in a timely manner and department staff has required certifications and licenses.
4. Promote teamwork and facilitate a positive work environment that encourages creative thinking and sharing of information and ideas.
5. Work cooperatively with the maintenance manager and others in preparing various materials, reports, displays, resolutions, and ordinances and presents information to various groups, including City Council and various boards and commissions, and committees.
6. Assist with preparing, administering, and evaluating annual budgets.
7. Responsible for contracting and purchasing activities according to established budget, policies, and procedures. Complete cost/benefit analysis as appropriate.
8. Maintain inventory, order, and purchase supplies and equipment according to established procedures and within budgetary guidelines.

9. Draft bid documentation and specifications related to purchases for utility plant projects; prepare contracts for independent contractors as necessary.
10. Research, recommend, implement and train staff on new software programs and upgrades to existing programs and technologies.
11. Complete contract scheduling; oversee and monitor contractor performance.
12. Review and maintain work orders. Ensure routine and preventive tool and equipment maintenance is completed in a timely manner. Schedule, supervise, and provide technical assistance in the maintenance operations.
13. Develop, plan, and promote adherence to appropriate safety rules, regulations, and practices.
14. Perform related work as required.

**KNOWLEDGE, SKILLS AND ABILITIES:** *The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. A qualified individual with a disability must be able to perform the essential functions of the position with or without reasonable accommodation.*

- A. An associate's degree from an accredited institution and a minimum of five years of work experience in industrial maintenance, utility maintenance, or related field such as electrical, plumbing, mechanical, or HVAC. Supervisory experience is preferred. An entrant into this classification who has not met the degree requirement must demonstrate acceptable progress toward attaining the degree in order to advance in the pay range. The degree requirement must be attained in order to advance to the top step of the pay range.
- B. Possess a state-issued municipal drinking water (minimum Michigan F-4) or wastewater (minimum Michigan D) operator license. Possess and maintain certifications and licenses as required.
- C. Possess a valid Michigan motor vehicle operator's license.
- D. Knowledge of operational characteristics, services, and activities of a water or wastewater system maintenance program including the ability to troubleshoot and diagnose maintenance problems. Possess knowledge of the methods, materials, and equipment used in utility plant and process operations.
- E. Knowledge of training and supervisory techniques and employee policies and procedures. Demonstrates skill in planning, organizing, scheduling, directing and coordinating work activities.
- F. Demonstrate ability to establish effective and cooperative working relationships and uses tact, good judgment, resourcefulness, and confidentiality when working with city personnel, volunteers, other organizations, contractors, vendors and the public.
- G. Able to communicate effectively, prepare detailed and accurate records and reports. Able to present ideas orally and in writing for varied audiences.
- H. Possess excellent organizational skills and ability to problem solve. Able to effectively delegate, organize, and coordinate associated resources including scheduling work

activities and project management.

- I. Able to gather and analyze data for the purpose of preparing accurate and timely reports, memoranda, letters and responses to requests for information. Able to communicate and present information effectively, both in verbal and written manner to varied audiences.
- J. Able to make sound fiscal and cost efficient decisions and monitor expenditures to ensure effective and efficient use of budgeted funds, personnel, materials, facilities, and time.
- K. Proficiency in the use of information technology including software applications related to areas of responsibility, and able to quickly learn other technology as necessary. Reasonable knowledge of CMMS, HVAC control systems, and work order software.

**PHYSICAL DEMANDS AND WORK ENVIRONMENT:** *The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. A qualified individual with a disability must be able to perform the essential functions of the position with or without reasonable accommodation.*

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is regularly required to communicate with others and view and produce written documents. While performing the duties of this job, the employee works in the field, maintenance facility, and business office settings. The employee is occasionally exposed to excessively noisy, wet, humid, snowy, and hot or cold conditions, and is occasionally exposed to noxious odors, dust, particles, or other adverse environmental conditions. The employee is frequently required to sit; use hands to finger, handle, or feel; and reach with hands and arms. The employee must be able to lift and move items of moderate weight. Bending, twisting, and stooping are also requirements of the position. The employee may be exposed to uncontrollable environments, graphic scenes, and bio-hazardous or hazardous materials.

The employee frequently works near mechanical equipment and in excavations, confined spaces, and roadways. Work may involve working at various heights. The employee may enter residential, commercial, or industrial properties.

The employee is expected to work under deadlines with the potential for constant interruption and change. The employee must be able to perform manual labor for extended periods of time and under adverse climatic conditions. The employee is required to drive in inclement weather.

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