

<b>JOB TITLE:</b>	Sewer Foreman
<b>Job Description:</b>	Works in a Supervisory capacity and oversees Public Works employees engaged in the maintenance of the sewer system.
<b>Accountability:</b>	Reports to the Assistant Director of Public Works.
<b>Equipment Used:</b>	Hand and power tools; heavy and light construction equipment and vehicles; telephone and computer.
<b>Environment:</b>	Inside 20% Outside 80%
<b>Duties and Responsibilities:</b>	
<ul style="list-style-type: none"> <li>• Maintains all sewer records for the pump stations and system maintenance.</li> <li>• Responsible for day to day operations of all the pump stations (i.e. troubleshooting equipment and systems, barrack cleaning, flow gauges, etc.).</li> <li>• Responsible for all aspects of sewer system maintenance with the goal of improving efficiency and extending the operational life of the systems and equipment.</li> <li>• Performs repairs in potentially hazardous areas. Operates safety equipment including self contained air packs, monitoring equipment, and related safety equipment.</li> <li>• Responsible for maintenance and grounds of all sewer facilities (i.e. mowing, painting, custodial, etc).</li> <li>• Attends Sewer Commission meetings. Attends other training workshops and functions and keeps current in the principles, practices and new developments in the assigned areas.</li> <li>• Must also be available and must assist in winter maintenance operations. Must be on call in supervisory call-in rotation.</li> <li>• Keeps immediate supervisor and others fully and accurately informed concerning work progress including present and potential work problems.</li> <li>• Performs routine supervisory tasks and oversees the work and training of laborers, truck drivers and/or equipment operators.</li> <li>• Makes and adjusts work assignments and instructions of laborers, truck drivers, and/or equipment operators as needed.</li> <li>• Prepares simple work reports and time cards.</li> <li>• May work with public works crew monitoring construction to insure conformity to plans and doing general laboring tasks as well as performing other heavy manual work particularly for sewer repairs.</li> <li>• Attaches and removes snow plows and associated equipment during emergency response events.</li> <li>• Familiar with and executes safe work procedures associated with assigned work.</li> <li>• Maintains effective working relationships with other employees and the public.</li> <li>• Available 24 hours per day to meet emergency situations. In an emergency, may need to operate the sewer vacuum truck.</li> <li>• Performs other duties as assigned.</li> <li>• Maintains budget control on sewer maintenance budget.</li> </ul>	
<b>Cognitive and Sensory Requirements:</b>	
<b>Talking:</b> Necessary for communicating with others.	
<b>Hearing:</b> Constantly required when receiving instructions and communicating with staff and public.	
<b>Sight:</b> Necessary to perform job effectively and safely.	
<b>Tasting and Smelling:</b> Necessary for detecting fumes and gases.	
<b>Special Vocational Preparation Requirements:</b>	
<b>Licensure/Certification Requirements:</b> Valid NH CDL-B with Tanker Endorsement drivers license. Must obtain NHDES Collection System Certification.	
<b>Other Training, Skills and Experience Requirements:</b> HS diploma and considerable experiences as a skilled worker in public works, sewer system and pump station maintenance is desirable. Any combination of experience and training provides the required knowledge, skills and abilities to perform all the necessary work required by the Department of Public Works.	

## Summary of Occupational Exposures:

May be exposed to long periods of sunlight and/or other adverse weather conditions.  
 May be exposed to poisonous plants (i.e. poison oak, sumac, ivy) and to insects (i.e. bees, wasps, hornets, etc.).  
 May be exposed to paints, solvents, hydraulic fluids, fuels and other potentially toxic chemicals.

## Physical Activity Requirements

### PRIMARY PHYSICAL REQUIREMENTS

**Lift up to 10 lbs.:** Frequently required  
**Lift 11 to 25 lbs.:** Frequently required  
**Lift 26 to 50 lbs.:** Frequently required  
**Lift over 50 lbs.:** Occasionally required

**Carry up to 10 lbs.:** Frequently required  
**Carry 11 to 25 lbs.:** Frequently required  
**Carry 26 to 50 lbs.:** Frequently required  
**Carry over 50 lbs.:** Occasionally required

### OTHER PHYSICAL REQUIREMENTS

**Twisting:** Frequently required  
**Bending:** Frequently required  
**Crawling:** Occasionally required  
**Squatting:** Frequently required  
**Kneeling:** Frequently required  
**Crouching:** Frequently required  
**Climbing:** Frequently required  
**Balancing:** Frequently required

### WORK SURFACE (S)

**Reach above shoulder height:** Occasionally required  
**Reach at shoulder height:** Frequently required  
**Reach below shoulder height:** Frequently required  
**Push/Pull:** Occasionally required

Cabs of equipment and utility vehicles; wet, rough, slippery surfaces; concrete, asphalt, grass, confined spaces dirt surfaces; trench work.

### HAND MANIPULATION

**Grasping:** Frequently required  
**Handling:** Frequently required  
**Torquing:** Occasionally required  
**Fingering:** Frequently required  
**Controls & Equipment:** Light construction

### DURING AN AVG8 HOUR DAY, EMPLOYEE IS REQUIRED TO:

	Consecutive Hours	Total Hours
Sit	(1) 2 3 4 5 6 7 8	(1) 2 3 4 5 6 7 8
Stand	(1) 2 3 4 5 6 7 8	(1) 2 3 4 5 6 7 8
Walk	1 2 (3) 4 5 6 7 8	1 2 3 4 5 (6) 7 8

Equipment, mowers, weedwackers, light utility vehicles,  
 Hand and power tools, cell phone, computer, two-way  
 radio, sewer inductor truck.