

**City of Vicksburg  
Job Description**

**Job Title: Foreman/Sewer**

Department: **Sewer**

Reports To: Sewer Supervisor

FLSA Status: N

Prepared By: TMJ Prepared

Date: 1/8/18

Approved By:

Approved Date:

**Summary**

Leads a work crew in the repairing, maintaining, and construction of sewer lines and mains.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

Must be willing to learn how to repair sanitary and storm lines and to teach these skills to other workers.

Leads a work crew in the building and repairing of catch basins, manholes, the replacement of flat backs, and the unstopping of sanitary and storm lines.

Operates sewer machine.

Ability to use different types of tools, such as picks, shovels, probs.

Repairs, maintains, and cleans tools and other equipment.

May take over some supervisory duties when Supervisor and Assistant Supervisor are absent.

**Supervisory Responsibilities**

Directs a work crew in safe manner to complete assigned tasks.

**Qualifications**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education and/or Experience**

High school diploma or general education degree (GED) preferred; At least six (6) months experience in sewer or plumbing; Prior foreman experience preferred.

**Language Skills**

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

### **Mathematical Skills**

Ability to add., subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

### **Reasoning Ability**

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.  
Computer Skills

No skills needed.

### **Certificates, Licenses, Registrations**

Valid driver's license

### **Other Skills and Abilities**

None.

### **Other Qualifications**

Must be in good physical shape. Overtime, alternative work schedules, and on call work status may be assigned if needed.

### **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear and taste or smell. The employee must regularly lift and /or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception and ability to adjust focus.