



**Water and Sewer Foreman
CITY of HARVEY, IL
CHRISTOPHER J. CLARK, MAYOR**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

Position: Foreman – Water/Sewer Maintenance Division

Department: Public Works - Water and Sewer Department
51 W. 149th Street, Harvey, IL 60426

Supervision: Public Works Superintendent

Salary: DOQ

FLSA: Salary- Exempt

Job Summary:

The City of Harvey Public Works department is seeking a dependable candidate for the position of Public Works Foreman in the Water/Sewer Maintenance Division.

ESSENTIAL FUNCTIONS OF THE POSITION:

- Supervise and/or participate in the responsible and professional delivery of a full-range of municipal services and programs including, but not limited to, wastewater collection system maintenance, water distribution system maintenance, street maintenance, building maintenance, storm sewer maintenance, vehicle and equipment maintenance. Assist in the planning and implementation of tasks necessary to achieve the goals of the Public Works Department as defined by the Public Works Superintendent. Work often entails utilizing manual labor, construction trade skills, and heavy equipment.
- Assist the Public Works Superintendent in the day to day operation of the Department and assume supervisory duties when the Public Works Superintendent is absent. The Working Foreman job description is in addition to the Serviceperson job description.
- Assigning employees, handling citizen complaints and concerns, prioritizing projects, problem solving and other duties as assigned by the Superintendent.
- Assume a leadership role in the Department of Public Works/Water and Sewer Utility and



will possess above average skills in areas such as interaction with citizens and fellow employees, knowledge of all aspects of the services that we provide, excellent math, computer and telephone skills, dependability and most importantly exhibit a “can-do” attitude.

OTHER DUTIES AND RESPONSIBILITIES:

- Performs other duties as required by Public Works Superintendent or the City Administrator.

QUALIFICATIONS:

Education and/or Experience:

- A high school diploma and experience in public works is required. Applicants for the position must be current employees of the City of Harvey Public Works/ Water Sewer Department. The Supervisor will likely be required to obtain an Illinois Operator license.
- The Working Foreman will not be directly involved in any disciplinary action involving union employees. In the event of a disciplinary emergency, the Superintendent will address the issue.

Language Skills:

- Ability to read and interpret documents such as safety rules, operating and maintenance instructions and manuals and procedures manuals. Ability to write routine reports. The ability to read, write, understand and communicate in the English language is mandatory.

Mathematical Skills:

- Ability to add, subtract, multiply and divide in all units of measure using whole numbers, common fractions and decimals.

Reasoning Ability:

- Ability to use common sense understanding to carry out instructions furnished in written, oral or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Certificates/Licenses/Registration:

- Two (2) years of relevant work experience required. A minimum of two (2) years experience as a supervisor preferred.
- Valid Class B Driver’s license (CDL) from the State of Illinois or the ability to obtain within three (3) months of hire.
- State of Illinois Wastewater Collection System Operator certification or the ability to within twelve (12) months of hire required. Valid Class C Water Operator’s License from the State of Illinois preferred.



Other Qualifications:

- Knowledge and training in the operation and repair of heavy equipment. General knowledge of various construction trades and crafts. Ability to work nights, weekends, overtime and odd hours when emergencies require.

WORKING CONDITIONS:

Physical Demands:

- The physical demands described here are representative of those that must be met by the 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 frequently required to use hands to finger, handle or feel; reach with hands and arms; stoop, kneel, crouch, or crawl; and talk or hear. The employee is occasionally required to stand, walk, and sit. The employee must frequently lift up to 50 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust focus.

Working Environment:

- The work environment characteristics described here are representative of those an employee encounters while performing 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 frequently exposed to moving mechanical parts, fumes or airborne particles, and toxic or caustic chemicals. The employee is occasionally exposed to outside weather conditions, risk of electrical shock, and vibration. The noise level in the work environment is usually loud.

Equipment Used:

- Hand tools, power tools, trucks, and construction equipment; welding equipment, gauges, meters, measuring devices, calculations. Copy machine, computers and computerized vehicle equipment.



Note: The statements herein are intended to describe the general nature and level of work being performed by employees and are not to be construed as an exhaustive list of responsibilities, duties and skills required of personnel. Furthermore, the aforementioned does not establish a contract for employment and are subject to change at the discretion of the employer.

Approval: _____
Appointing Authority