

TOWNSHIP OF CUMRU

BERKS COUNTY, PENNSYLVANIA
1775 WELSH ROAD
MOHNTON, PA. 19540

WWW.CUMRUTOWNSHIP.COM

JOB DESCRIPTION

This Job Description is designed to accurately reflect job duties. However, it may not be all-inclusive and other job related duties may be required. Reasonable accommodations that do not cause an undue hardship on the Township will be considered as required by local, state, or federal law.

TITLE: Utility (Sewer) Foreman, Class I
Sewer Department

SUPERVISED BY:
This position is supervised by the Public Works Superintendent or his/her designee. The Public Works Superintendent or his/her designee has the authority to comment on and evaluate the Sewer Foreman position. Comments are made through verbal and written instructions and by physical demonstration, as necessary. Evaluations are written and done at least every 12 months.

SUPERVISES:
This position supervises all Sewer Department personnel. The Sewer Foreman has the authority to comment and evaluate these positions. Comments are made through verbal and written instructions and by physical demonstration, as necessary.

JOB IS: Full-time

WORK BREAKS: Lunch: 30 minutes
Breaks: 30 minutes total (2 @ 15 minutes each)

WORK SCHEDULE: Hours vary; Monday - Friday

SPECIAL SCHEDULE: Available, as necessary, unless prior arrangements have been made with the supervisor

DATE COMPLETED: January 3, 2000
EFFECTIVE DATE: January 3, 2000
UPDATED DATE: September 11, 2024

PURPOSE OF THE POSITION:
The purpose of the Sewer Foreman position is to assist the Public Works Superintendent in the daily operation of the Township wastewater collection and transportation systems.



MINIMUM REQUIREMENTS TO HOLD THIS POSITION:

1) Required Education/Experience/Training:

- High school diploma or GED/career center or trade school
- Considerable knowledge, typically gained from three or more years, of properties and effects of hazardous and toxic chemical agents and utilization requirements; metering stations, pump stations, lift stations, wet wells and generator facilities; sewage flow monitoring systems; private and designated commercial location meter readings; placement of inserts, manhole repairs, R/W clearing and inspections, dig-up repairs and all preventative maintenance activities

2) Required Ability to Use or Learn to Use and Operate the Following:

- Standard office equipment including but not limited to: computers, printers, fax machine, photocopier, telephone, cell phone, tablet, and specialized software.
- Standard utility equipment/tools/machines/vehicles, typically used in a municipal sewer department

3) Required Licenses/Certificates/Registrations:

- Valid Commercial class "B" Driver's License without air brake restriction (L) and tanker endorsement (N)

The employer may choose to hire a new employee who does not have a Class A CDL License ("CDL-A License"). If the employer does so, the candidate must obtain the required medical card and train to obtain the CDL-A License with Airbrakes and Tanker Endorsements. The employer will pay for the training and compensate the employee for time spent in training. The employee must obtain the CDL-A license with the required endorsements within five (5) months of employment, or he/she will be terminated unless otherwise determined by the employer based on any extenuating circumstances.

ESSENTIAL FUNCTIONS REQUIRED TO PERFORM THE POSITION:

Essential Abilities To:

- Accurately complete administrative forms and reports in a timely fashion
- Adhere to all rules, regulations, and procedures necessary to maintain required licenses, certificates, and/or registrations
- Apply common sense understanding to carry out instructions
- Attend meetings requested by supervisor
- Carry out job functions with or without supervision
- Carry out job functions without posing a direct threat to the health or safety to self or others
- Communicate effectively
- Drive, as required

- Effectively and efficiently carry out written and verbal job related instructions
- Exercise courtesy and tact when dealing with others
- Exercise sound judgment when evaluating situations, when offering positive suggestions, and when making decisions
- Maintain acceptable attendance/punctuality standards
- Maintain quality and quantity production standards
- Maintain socially appropriate behavior and dress code
- Read labels and written instructions which are typically in English
- Request assistance when appropriate, including but not limited to, the safe and efficient use and operation of equipment, tools, and machines
- Respond to inquiries and/or complaints in a timely and professional manner

ESSENTIAL FUNCTIONS REQUIRED TO PERFORM THE POSITION: (CONTINUED)

- Understand and comply with safety, personnel, and other policies and procedures
- Work effectively and harmoniously in a culturally and ethnically diverse work force
- Work in coordination with others
- Work under pressure typically associated with this type of position
- Apply supervisory principles to analyze and resolve problems
- Effectively and efficiently use budgeted funds, personnel, equipment, materials, facilities, and time
- Effectively give instructions
- Provide leadership, direction, and positive motivation
- Set realistic goals
- With reference to subordinate personnel, the ability to: assign and efficiently schedule; manage and supervise; use tools and/or the equipment of; perform the duties of subordinate personnel
- With reference to subordinate personnel, ensure that one or more subordinates have the ability to: train, plan, coordinate and organize duties for; assign and efficiently schedule; use tools and/or the equipment of; perform the duties of subordinate personnel

Essential Tasks/Responsibilities:

- Properly use and maintain all department equipment
- Data transfers and implementation/sensor placements, private and designated commercial location meter readings, placement of inserts, manhole cover removal, manhole repairs, R/W clearing and inspections, PA 1 Call, sewer flushing, lateral inspections, sewer construction inspections, dig-up repairs and all preventative maintenance activities
- Carry equipment such as a pager and/or cellphone as directed

PHYSICAL DEMANDS OF JOB

NOTE: In terms of an 8 hour workday: "Never" equals less than 1%; "Occasionally" equals 1% to 33%; "Frequently" equals 34% to 66%; "Continuously" equals 67% to 100% of the time. Reasonable accommodations that do not cause an undue hardship on the Township will be considered as required by local, state, or federal law.

IA. In an 8 hour workday, this job requires the physical ability to CONTINUOUSLY:

- A) Sit for up to: 4 hours
- B) Stand for up to: 4 hours
- C) Walk for up to: 4 hours

IB. During an ENTIRE 8 hour workday, this job requires the physical ability to:

- A) Sit for up to: 8 hours
- B) Stand for up to: 8 hours
- C) Walk for up to: 8 hours

IIA. Job requires the physical ability to LIFT/CARRY:

- A) Up to 50 pounds occasionally

III. Job requires the physical ability to use hands for repetitive actions such as:

Simple grasping, fine manipulation, and pushing and pulling of arm controls

IV. Job requires the physical ability to use legs and feet for repetitive movements as:
Pushing and pulling of leg controls

IV. Job requires the physical ability to function in activities involving:

- A) FREQUENT: Bending, squatting, reaching
- B) CONTINUOUS: Being around moving machinery, exposure to marked changes in temperature and humidity, exposure to dust, fumes, gases, and noise

This Job Description is designed to accurately reflect job duties. However, it may not be all-inclusive and other job related duties may be required. Reasonable accommodations that do not cause an undue hardship on the Township will be considered as required by local, state, or federal law.

I have read and understand this Job Description. I am able to abide by and adhere to its contents.

Job Description Title: _____

Today's Date: _____

Printed Name: _____

Signature: _____

Please Note:

Complete the following ONLY if the employee is unwilling to sign the Job Description.

I gave a copy of the attached Job Description document to the following employee on this date. The employee was unwilling to sign the Job Description form.

Employee Name: (Printed): _____

My Name (Printed): _____

My Name (Signed): _____

Date: _____