**AUGUSTA COUNTY SERVICE AUTHORITY**

**Job Description**

**JOB TITLE:** Preventive Maintenance Foreman **DATE:** 1/21/2022

**DEPARTMENT:** Construction & Field Operations **FLSA:** Non-Exempt

**REPORTS TO:** Collection & Distribution Supervisor **Category:** Essential

**SUMMARY OF RESPONSIBILITIES**

To lead and participate in the work of a crew that performs preventative routine maintenance on the Authority’s Collection and Distribution Systems, that includes the locating of all water and sewer lines, Fire Hydrant inspections and repairs and also includes the Leak Detection Program.

**ESSENTIAL JOB FUNCTIONS**

1. Primary function is to perform leak detection practices on every service area on a regular basis and as needed due to emergency issues in accordance with the Leak Detection Program.
2. Exercise all valves in the distribution system in accordance with Valve Exercising Program and the Leak Detection Program.
3. Oversee and assist with performing routine maintenance on all public fire hydrants in accordance with the Fire Hydrant Maintenance Program.
4. Oversee and assist with locating water and sewer lines in accordance with the Virginia Underground Utility Damage Prevention Act.
5. Create work orders for all defects found during daily functions.
6. Maintain accurate and timely records and reports.
7. Maintain work areas, tools, and equipment in a clean and orderly manner.

**WORKING CONDITION**

1. Frequently works in outside weather conditions. Continuous exposure to extreme heat/cold uneven terrain. Exposure to dust, fumes, and noise and occasional exposure to heights.
2. Subject to contact with liquid water, wastewater and vapors, confined space, hazardous materials, and blood borne pathogens.
3. Continuous standing, walking, stooping, bending, kneeling, reaching, grasping, pushing, pulling, twisting, climbing, crawling, reaching, and grasping.
4. Lifting and carrying up to 75 pounds without assistance.

5. Required to work irregular schedules on an as needed basis, which includes overtime, night duty, standby, weekends, and holidays. Subject to secondary call-in for emergency assignments.

6. Must have a home phone or cell phone.

**EMPLOYMENT CONDITIONS**

1. Pre-employment drug test
2. Pre-employment physical
3. Pre-employment driving record review
4. Annual driving record review
5. Random drug and alcohol test for all employees required to have a CDL

**KNOWLEDGE AND SKILLS**

1. High school graduate or equivalent.
2. Ability to communicate, both verbally and written, and read in English to understand directions, procedures, and communicate to others.
3. Must have an understanding of basic mathematics, mechanical knowledge and use of general hand and power tools.
4. Ability to perform several tasks at the same time.
5. Must be able to work independently with a minimum of supervision.
6. Must exhibit a positive attitude to effectively deal with the public, agency officials, and co-workers.
7. Must have valid Virginia driver’s license.
8. Must possess, or have the ability to obtain within six (6) months of employment, a valid Class A (combination vehicle) Commercial Driver’s License with Tanker Endorsement for vehicles with Air Brakes).

**SAFETY REGULATIONS AND HAZARDS**

1. Must observe all safety rules and regulations and wear protective equipment as required (e.g., hard hat, hearing protection, uniform, protective clothing, eye protection, gloves, safety vests, safety shoes, seat belts etc.).

THIS JOB DESCRIPTION DOES NOT LIST ALL THE RESPONSIBILITIES, DUTIES, SKILLS, REQUIREMENTS, EFFORTS, OR WORKING CONDITIONS ASSOCIATED WITH THE JOB. EMPLOYEES WILL BE EVALUATED IN PART BASED UPON PERFORMANCE OF THE TASKS LISTED IN THIS JOB DESCRIPTION.

MANAGEMENT RESERVES THE RIGHT TO REVISE THIS JOB DESCRIPTION AT ANY TIME. THIS JOB DESCRIPTION IS NOT A CONTRACT FOR EMPLOYMENT, AND EITHER PARTY MAY TERMINATE EMPLOYMENT AT ANY TIME, FOR ANY REASON.

SUPERVISOR: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

EMPLOLYEE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_