

Job Title: Working Foreman

Department: Operations & Maintenance

Reports To: Authority Manager

Position Summary:

The Deer Creek Drainage Basin Authority is seeking a motivated and experienced **Working Foreman** to oversee and lead daily field operations related to the maintenance, repair, and rehabilitation of the sewer system. The successful candidate will supervise a team of workers, ensuring tasks are completed efficiently, safely, and in compliance with all relevant safety regulations and standards. The role requires proficiency in computer-based tools including GIS and Work Order software, along with expertise in managing inflow and infiltration (I/I) programs. The Working Foreman will also work closely with management to implement and oversee the **Inflow and Infiltration (I/I) Program** and utilize various technology tools including **Geographic Information Systems (GIS)** and **Asset Essentials Work Order** software to track, document, and analyze sewer system operations.

Key Responsibilities:

- **Supervision & Leadership:**

- Supervise, lead, and direct a crew in the maintenance and repair of sewer systems.
- Oversee work assignments in the garage and field, ensuring tasks are completed properly and on time.
- Provide hands-on direction and perform field work alongside crew members, ensuring high-quality workmanship and compliance with procedures.
- Monitor crew performance, conduct safety training, and foster a productive and team-oriented work environment and report issues to management.
- Coordinate and schedule daily assignments, ensuring that labor, materials, and equipment are efficiently utilized.
- Act as the main point of contact between the field crew and management.
- Provide on-the-job training, mentoring, and performance evaluations for team members.

- **Safety Compliance & Regulations:**

- Ensure all work is performed in compliance with local, state, and federal safety regulations, including OSHA standards and sewer-specific safety guidelines.
- Conduct daily safety briefings, risk assessments, and ensure that the crew adheres to proper safety protocols while performing sewer maintenance and repair tasks.
- Maintain proper documentation of safety inspections, accident reports, and training certifications.

- **Inflow and Infiltration (I/I) Program:**

- Assist in the implementation and oversight of the **Inflow and Infiltration (I/I) Program** to reduce stormwater and groundwater infiltration into the sewer system.
- Identify and prioritize problem areas, perform assessments, and recommend solutions for I/I control.
- Work with contractors and other team members to carry out necessary repairs or system improvements.

- **Technological Proficiency:**

- Utilize **Geographic Information Systems (GIS)** to locate and document assets, track work progress, and support decision-making regarding infrastructure repair and replacement.
- Manage and document daily activities through **Asset Essentials Work Order** software for efficient tracking, reporting, and record-keeping of service requests, repairs, inspections, and maintenance.
- Ensure accurate data input, monitor trends, and provide reports on work completed, maintenance needs, and system conditions.

- **Maintenance & System Repairs:**

- Oversee and assist in the repair and replacement of sewer lines, manholes, pumps, and related infrastructure.
- Identify and troubleshoot issues related to blockages, sewer backups, leaks, and other system failures, providing solutions to ensure uninterrupted service.
- Ensure the safe and proper operation of sewer system maintenance equipment, tools, and vehicles.

- **Collaboration & Communication:**

- Communicate with the Authority Manager and Authority Engineer regarding the status of the Operating and Maintenance plan.
- Prepare and maintain reports, work logs, and inventory records related to sewer system operations and maintenance activities.
- Coordinate with engineering and administration to evaluate the long-term needs of the sewer system and participate in strategic planning.

Qualifications:

- **Experience:**

- High School Diploma or equivalent required.
- Minimum of 5 years of experience in sewer system maintenance and repair. Supervisory or lead role experience is required.
- Demonstrated experience implementing and managing an **Inflow and Infiltration (I/I) Program** or similar wastewater management initiatives.
- Familiarity with sewer construction, maintenance, and repair techniques, including pipe laying, manhole installation, and wastewater treatment processes.

- **Skills & Knowledge:**

- Strong working knowledge of **safety regulations** related to sewer and utility work, including confined space entry, trenching, and excavation.
- Proficiency in **ArcGIS** software for mapping and system analysis.
- Proficiency in Microsoft Office Word and Excel.
- Experience with **Asset Essentials Work Order software** for tracking and managing maintenance activities and service requests.
- Ability to read and interpret blueprints, schematics, and other technical documents.
- Solid understanding of sewer system design, operations, and maintenance techniques.
- Strong problem-solving, troubleshooting, and analytical skills.

- Excellent communication and interpersonal skills, with the ability to interact effectively with colleagues, contractors, and the public.
- Familiarity with sewer system technologies such as CCTV inspections, smoke testing, and pipe repair techniques.
- Strong understanding of sewer maintenance equipment and tools.
- Demonstrated ability to troubleshoot mechanical, electrical, or plumbing issues.
- **Certifications:**
 - **Class E4** Pennsylvania Wastewater Operator's License is required.
 - Possess and maintain a valid PA driver's license and the ability to operate relevant sewer maintenance equipment. CDL (Commercial Driver's License) is a plus.
 - **Confined Space Entry** required, and **First Aid/CPR** certification preferred.
- **Physical Requirements:**
 - Ability to work in all weather conditions and physically demanding environments, including confined spaces, with varying weather conditions.
 - Ability to lift and carry heavy equipment, tools, and materials (up to 90 pounds or more) and perform physically demanding tasks such as digging, lifting, and operating heavy machinery.
 - Ability to stand, walk, bend, and kneel for extended periods of time as well as be comfortable working in confined spaces and at heights.

The successful candidate must pass a criminal background check and a pre-employment drug and alcohol screening.

This job description outlines the general duties and responsibilities of the Working Foreman position but is not meant to be exhaustive. The individual may be required to perform other tasks as necessary to meet the needs of the Authority.

Compensation:

- Salary: \$42.56/Hour
- Benefits after 90 Day Probationary Period: Individual Health Insurance with a 10% premium share and the option to purchase family coverage, Life and Disability Insurance, Defined Benefit and 457b retirement plans and 14 paid holidays
- PTO after one year: Paid vacation, sick and personal days
- Regular hours are Monday thru Friday 7:00 a.m. to 3:30 p.m.
- Must be available for overtime, holiday, and weekend shifts as needed.
- Required to carry a 24-hour cell phone during weeknights for after-hours emergencies.

Deer Creek Drainage Basin Authority is an equal opportunity employer. We hire and promote employees based on their qualifications and abilities, without discrimination based on race, color, gender, age, disability, religion, sexual orientation, national origin, or any other protected status.

How to Apply:

Interested candidates should submit a resume and cover letter detailing their experience and qualifications for the role to openpositiondcdba@gmail.com.