

# SANITATION FOREMAN

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<b>Department:</b>	Public Works	<b>Reports To:</b>	Solid Waste Manager
<b>Division:</b>	Solid Waste	<b>Location:</b>	Administration Building
<b>FLSA Status:</b>	Exempt	<b>Classification:</b>	Full-Time/Civil Service
<b>Approved By:</b>	Civil Service Board	<b>Date of Approval:</b>	February 2004
<b>Pay Grade Level:</b>	8		

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## JOB SUMMARY

Responsible for the daily operation and maintenance of Parish-owned sewer facilities, including treatment plants, pump stations, and collection systems to ensure that optimum performance and compliance with the various state and federal regulations are maintained.

## ESSENTIAL DUTIES AND RESPONSIBILITIES

The essential duties and responsibilities include the following:

- Oversees operation and maintenance/repair activities to all parish-owned sewer facilities to ensure that equipment operates in accordance with all applicable state and federal regulations including NPDES effluent permit discharge limits
- Directs the cleaning of filter screens, processing tanks and precipitates such as grit, sludge, trash, and muck from sump, catch basins, and grit chambers
- Verifies that equipment such as pumps and valves are well lubricated
- Regulates the collection and testing of effluent samples
- Supervises the repair of breaks in sewer lines
- Assists in the preparation and submittal of required reports to DEQ/EPA
- Provides recommendations to fellow supervisors, elected officials, and state and federal agencies regarding sewage treatment issues and concerns in Lafourche Parish
- Assures that assigned areas of responsibility within the division are performed within budget; performs cost control activities; monitors revenues and expenditures to ensure sound fiscal control and accountability; assists in the preparation of the annual budget; ensures effective and efficient use of budgeted funds, personnel, materials, facilities, equipment and staff time
- Coordinates activities of workers concerned with sewage treatment and ensures operations are performed in a safe manner and in accordance with federal and state statutes

- Maintains working liaison with federal, state, and parish regulatory agencies to ensure that the Parish maintains compliance with various laws and regulations regarding sewage collection and treatment
- Assists in the completion of the annual audit by providing requested financial documents and records
- Monitors community sewer construction projects to ensure that contract conditions are being fulfilled in a cost effective and timely manner
- Receives and resolves complaints, concerns, and questions regarding the Parish sewer systems

Other duties may be assigned.

### **ADDITIONAL RESPONSIBILITIES**

- Responsible for the establishment and maintenance of all records and reports of the Parish sewer system
- Serves as a member of outside affiliated boards and commissions, as assigned
- All parish government employees in a declared emergency shall be considered essential personnel

### **SUPERVISORY RESPONSIBILITIES**

Supervises maintenance crews in the repair of sewer facilities to ensure that repair and maintenance activities are properly conducted.

### **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 will be made to enable individuals with disabilities to perform the essential functions. Jobholders must be legally able to work in the United States.

**Education and Experience.** High school diploma or general equivalency degree (GED); and two (2) to three (3) years related experience and/or training; or equivalent combination of education and experience in the technical and programmatic aspects of sewer treatment and disposal.

**Language Skills.** Ability to read, analyze, and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before supervisors, regulatory representatives, and other employees of the Parish.

**Mathematical Skills.** Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

**Reasoning Ability.** Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**Certificates, Licenses, Registrations.** Must possess a valid Driver's License and must obtain a valid Louisiana Driver's License within 30 days of employment. Must complete and successfully maintain the Wastewater Treatment Operator's Class 1-W and Class 1-C certification within one (1) year of employment.

## **OTHER SKILLS AND ABILITIES**

- Must have good knowledge of the methods, practices, and procedures in proper maintenance of mechanical equipment and basic methods and techniques in record keeping and filing systems.
- Ability to plan, evaluate, and prioritize work assignments to ensure accurate and timely implementation and completion.
- Ability to deal courteously and effectively with the public, governmental officials, and other employees of the Lafourche Parish Government.

## **PHYSICAL DEMANDS**

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations will 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 and reach with hands and arms. The employee is frequently required to stand; walk; sit; climb or balance; and stoop, kneel, crouch and crawl. The employee is regularly required to talk or hear, and smell. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

## **WORK ENVIRONMENT**

The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to outdoor weather conditions, required to work around moving mechanical equipment and exposed to wet/humid conditions, air-borne particles, fumes, and/or toxic or caustic chemicals. The noise level in the outdoor work environment is usually noisy.