



General Maintenance Foreman

Department/Group:	Division 4 – Southern Operating Division - General Maintenance	Travel Required:	Sometimes
Location:	Lubbock, Texas	Position Type	Full Time
Reports to:	Chief of Operations – Southern Division	Grade Level:	Non-Exempt -- 8

JOB SUMMARY:

Under limited direction, supervises, assigns, reviews, coordinates, and participates in the work of staff responsible for the maintenance and repair of the aqueduct system and facilities related to the operation of pumping water through the aqueduct system; oversees the maintenance and repair of Authority buildings and structures on the southern system.

ESSENTIAL JOB FUNCTIONS:

The duties and responsibilities listed below are intended to provide a representative list of the various types of work that may be performed. Specifications are not intended to reflect all duties performed within the job class. The omission of specific duties does not exclude them from the position if the work is similar, related or logical assignment to this class.

- Plans, organizes, supervises, evaluates, and participates in the activities and operations related to the maintenance and repair of pumping plants, pipelines, office buildings, and other equipment and structures located on the southern system; provides staff training and development; ensures completion of assigned duties for appropriate quality and timeliness
- Writes and conducts formal performance appraisals; participates in a variety of personnel actions including hiring, discipline, and termination
- Coordinates and manages preventive maintenance programs; schedules jobs and sets work priorities
- Locates and marks pipeline, crossing and easement encroachment; inspects bore crossings or encasement overline/underline; works with contractors on bridge crossings
- Maintains and repairs pumps, motors, valves, and related equipment in the Authority's pumping plants and aqueduct system
- Performs various welding activities associated with cutting, fitting laying, and repairing water pipelines
- Does carpentry work associated with the remodeling of offices and buildings, including constructing forms, repairing dry wall, plaster, roofing, doors; paints, stains, patches, builds and installs furniture and cabinets
- Installs, maintains, and repairs fences, gates, burns brush and weeds; removes garbage, rubbish, or other material that may pose a fire
- Assists with pipe leaks, repairs or special projects
- Monitors costs and makes recommendations regarding budgetary matters
- Prepares and maintains accurate records and generates reports such as crew time and attendance, labor, equipment and materials used, vendor materials delivered, and other related data
- Reads, interprets and works from pipe and plate layouts, specifications, map, diagrams and blueprints
- Performs in a safe manner and that established policies, procedures and safety measures are followed
- Uses mechanical hand and power driver tools and equipment such as grinders, sanders, drill presses, and other shop tools and equipment.
- Performs work at heights and in enclosed structures when required

- Operates assigned vehicles skillfully and safely; inspects vehicles and performs minor maintenance; reports the need for major repairs and service; fuels and lubricates vehicles and related equipment
- Subject to after-hour call out for emergency work
- May drive heavy equipment while moving job locations and operate heavy equipment
- Performs housekeeping duties for designated facilities
- Establishes and maintains cooperative working relationships with co-workers and outside agencies

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of:

- Principles and practices of employee supervision including selection, training, work evaluation, and discipline
- Techniques, materials, tools, and equipment used in the construction, repair and maintenance of a water distribution system and related facilities and equipment
- The operation, work methods, and limitations of light and heavy equipment
- Methods, techniques, tools, equipment and supplies used in welding and fabrication; welding properties of various metals and alloys
- Safe work practices
- Service requirements of gasoline and diesel engines and heavy construction equipment
- Underground pipelines and other utility cables, survey stakes, elevations, and grades
- Principles and practices of budget preparation and administration
- Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases

Ability to:

- Plan, schedule, organize, direct and evaluate the work of a crew; train others in efficient and safe work methods
- Estimate labor, materials and equipment needs
- Perform skilled maintenance, construction, and repair work; use specialized tools including hand and power tools
- Perform a variety of welding functions in the maintenance and upkeep of Authority equipment
- Communicate clearly and concisely, both orally and in writing
- Research and prepare reports; prepare clearly written correspondence and technical reports
- Identify and implement effective courses of action to complete assigned work; exercise independent judgement and initiative within established guidelines
- Read and interpret blueprints, wiring diagrams, specifications, and manuals
- Exercise independent judgement and initiative within established guidelines
- Make estimates of labor and materials
- Keep records and create reports using Microsoft Word and Excel

EDUCATION AND EXPERIENCE:

Any combination of education or experience that would likely provide the necessary knowledge and abilities is qualifying. A typical way to obtain these knowledge and abilities would be:

- Graduation from high school or equivalent
- Five years of increasingly responsible work experience in the maintenance, repair and construction of an earthen dam, water supply, water transmission or distribution system
- Experience in a supervisory capacity desired

LICENSES, CERTIFICATES AND/OR SPECIAL REQUIREMENTS:

- A valid Texas driver's licenses and the ability to maintain insurability under the Authority's Vehicle Insurance Policy.
- Possession of a Commercial Driver's License (CDL)

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Employees may be required to wear and/or use personal protective and other safety equipment. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, employees are regularly required to: drive for extended periods of time, use hands to finger, handle, feel, or operate objects, tools, or controls; reach with hands and arms; drive; stand; talk or hear; walk or sit; climb or balance; and kneel and crouch. The employee must regularly lift and/or move up to 25 pounds, frequently lift and/or move up to 50 pounds, and occasionally lift and/or move up to 75 pounds and climb ladders and tanks up to 200 feet. Specific vision abilities required by this job include close, distance, color, and peripheral vision; depth perception; and the ability to adjust focus.

Environment: Employee regularly: works outdoors, exposed to sun, temperatures above 90 degrees and below 40 degrees, and other weather conditions; exposed to potential electrical shock and hazardous materials. Employee frequently: exposed to unusually loud sounds. Employee occasionally: exposed to fumes and odors; works in confined or cramped positions; gets part of body and/or clothing wet; works on wet or slippery surfaces. Some work done at a height of more than 12 feet above ground; some skin exposure to oil or grease.

EST: 1/30/2003

REV: 12/1/2017