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**NOTICE OF JOB VACANCY**

Notice is hereby given that a vacancy exists in the classified service of the City of Union City for a regular employee (full time).

**POSITION** GS5.26 Public Works Water/Sewer Foreman II

**STARTING SALARY RANGE** \$16.67 - \$23.77 / hour

If you are interested in this position, an application must be filed by October 9, 2020. Applications may be obtained from the Personnel Office at the Municipal Building located at 408 S. Depot St.

The job description for the above listed position is attached.



Kathy Dillon, City Manager

IT IS THE POLICY OF THE CITY OF UNION CITY, TENNESSEE NOT TO DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, AGE, SEX OR DISABILITY IN ITS HIRING AND EMPLOYMENT PRACTICES, OR IN ADMISSION TO, ACCESS TO, OR OPERATION OF ITS PROGRAMS, SERVICES AND ACTIVITIES.

**UNION CITY, TN JOB DESCRIPTION  
FOREMAN II  
WATER AND SEWER DEPARTMENT**

**Pay Grade 28 / Class GS 5. 26**

**Revised 11/30/10**

**JOB TITLE: FOREMAN II**

**DEFINITION:** This is a technical and skilled position performing supervisory, administrative, and related work in managing personnel, equipment and materials related to construction and maintenance of the potable water distribution system and the sanitary sewer system. The Foreman reports directly to the Director of Public Works Department. All employees are responsible to the City Manager. The position may have an occupational exposure to blood borne pathogens. This employee is a working supervisor, must perform in an effective manner, and be a productive part of these crews. The employee is subject to a physical abilities test and examination with a written statement from the physician as to the employee's ability to perform the essential functions of the position.

**EQUIPMENT / JOB LOCATION:**

The job location is in the Department's Field Operations and Maintenance section. The employee will operate a variety of heavy and light equipment such as a backhoe, heavy truck, etc... The employee will also use a variety of hand tools, and small machinery as well as the use of various communication devices, personal computers, standard office equipment, and sewer camera. While performing the duties of this job, the employee usually works in outside weather conditions and shall be exposed to inclement weather. The employee occasionally works near moving mechanical parts and is occasionally exposed to wet and/or humid conditions and vibrations. The employee occasionally works in high precarious places and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, mechanical hazards, and risk of electrical shock. The employee must frequently lift and/or move up to twenty-five (25) pounds and occasionally lift and/or move up to one hundred (100) pounds.

**ESSENTIAL FUNCTIONS OF THE JOB:**

- a. Handles personnel, customer relations, materials inventory and equipment as they relate to the Union City Water and Sewer Field Operations and Maintenance.
- b. Supervises and participates in all day-to-day functions of the Field Operations and Maintenance activities.
- c. Evaluates work demands, assigns and supervises work of subordinates engaged in locating, inspecting, repairing, constructing and maintaining the water distribution and sanitary sewer systems.
- d. Determines personnel, materials and equipment needs and participates in budget preparation.
- e. Writes requisitions, generates purchase orders and tracks materials disposition.
- f. Prepares records and reports.

- g. Keeps abreast of federal, state and local regulations related to distribution and collection systems and workers.
- h. Maintains satisfactory public relations through courteous and prompt attention to complaints.
- i. Oversees the safety of assigned maintenance workers and equipment operations by instructing individuals in proper safety procedures and monitoring work in progress.
- j. Coordinates with other departments to comply with TN- One- Call locate systems.
- k. Responds on nights and weekends as needed for emergency services and repairs.

**ADDITIONAL EXAMPLES OF WORK TO BE PERFORMED:**

- a. Renders assistance to other Departments within the City as required.
- b. Performs other duties and special projects as assigned.
- c. Maintain warehouse, city lots, and office areas.
- d. Assist shop mechanic as needed.
- e. Assist in preparation of budgets.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

- a. Knowledge of modern supervisory practices and procedures.
- b. Must be able to comprehend both oral and written instructions and to communicate in English, both orally and in writing.
- c. Ability to perform mathematical calculations with fractions, decimals, percentages and the metric system.
- d. Knowledge of or ability to learn Occupational Safety Hazards and appropriate safety precautions and procedures.
- e. Ability to report for work on time, and perform the duties of the job for a complete workday.
- f. Ability to occasionally work beyond normal hours, at night or weekends, and to travel to various seminars as required staying current in profession.
- g. Ability to establish and maintain effective working relationships with supervisors, co-workers, and the public.
- h. General working knowledge of the operation of municipal water distribution and wastewater collection, and the federal, state and local regulations governing the same.
- i. Ability to exercise independent judgment within the limits of the position.
- j. Ability to concentrate and accomplish tasks despite interruptions.
- k. Ability to perform a variety of tasks simultaneously or in rapid succession.

- l. Must be able to operate and have a general working knowledge of personal computers, radio and telephone communications equipment and other standard office devices.
- m. Ability to maintain a high level of discipline and moral within department.
- n. Ability to read, write, analyze changing work environments, complete complex math problems, and have average aptitude in hearing, listening, hand/eye coordination, and sense of smell.
- o. Must project a positive image to fellow workers, the citizens, and others where business is conducted on behalf of the city.

**QUALIFICATIONS :**

- a. Must be at least 21 years of age.
- b. Must have graduated from an accredited high school or GED program.
- c. Must have a minimum of five years experience in potable water distribution and sanitary sewer collection.
- d. Must possess Grade II Distribution System Operator Certificate of Competency for potable water distribution and a Grade II Wastewater Collection System Operator Certificate of Competency for sanitary sewer collection offered by the Tennessee Department of Environment and Conservation, or its successor.
- e. Must have legal authorization to work in the United States.
- f. Must have a Class ( A ) CDL with air brakes driver's license valid in the state of Tennessee, or be able to obtain one within ( 6 ) month probationary period.

Should possess the following certifications in addition to Grade II license for water and sewer within a reasonable time frame:

- a. Basic First Aid Certification
- b. Flagging of Traffic Certification
- c. Basic Construction Safety Certification
- d. CPR Certification
- e. Competent Person Training ( Soil Testing Training )