

**FACILITIES FOREMAN
SOUTH ESSEX SEWERAGE DISTRICT
50 Fort Avenue, Salem, MA seeks qualified applicants for the position of Facilities Foreman**

Definition

Skilled technical, mechanical and supervisory work overseeing the preventive maintenance and repair of all buildings, grounds, and sewerage system facilities; all other related work as required.

Recommended Minimum Qualifications

Education and Experience

High school graduation and some advanced technical training in buildings and grounds maintenance, with at least three to five years experience as a skilled tradesman in carpentry and masonry repair; or an equivalent combination of education and experience.

Special Requirements

Massachusetts Driver's License
Massachusetts Hoisting Machinery Operator's License Class 2B
Wastewater Collection Systems Operator Grade IV Certificate

Knowledge, Ability and Skill

Knowledge. Thorough knowledge of materials, equipment, and practices related to the building construction trades. Knowledge of the maintenance and repair of buildings, grounds, and sewerage system facilities.

Ability. Ability to handle a variety of duties without supervision; ability to plan, organize and coordinate maintenance projects; ability to direct the work of others. Ability to prepare routine maintenance reports and maintain accurate records. Ability to react promptly and efficiently in emergencies. Ability to interpret specifications, plans, blueprints and schematics; ability to use hand and power tools.

Skill. Excellent communication skills, both oral and written.

Physical Requirements

Constant moderate to strenuous physical effort generally required to perform work; frequent bending, walking, climbing, reaching, and standing. Frequently required to move (push, pull, lift or carry) objects weighing up to 80 pounds. Sometimes works in confined areas. Must be able to access all areas of a multi-level facility. Frequently required to operate hand, power, and various tools, such as drills, saws, standard and special electrical tools and equipment, requiring manual dexterity. Excellent eye sight (sharp, close, distance, color, peripheral, and depth vision) and hearing well within normal ranges.

Supervision

Works under the general direction of the Superintendent of Maintenance or Assistant Superintendent of Maintenance.

Performs responsible work of a technical and mechanical nature, requiring some independent judgment assigning tasks, setting priorities and determining the use of proper technical methods.

Supervises three, or more, full-time maintenance department employees.

Job Environment

Work is performed both inside and outside, with exposure to varying weather conditions and with additional exposure to loud noises, heights, fumes or airborne particles. Some exposure to toxic or caustic chemicals, extremes of heat and cold, near moving parts, and with risk of electrical shock.

Has frequent contact with other District staff and some contact with the general public and vendors.

Errors in judgment could lead to danger, delay or loss of service, damage to equipment, injury to self and others, and legal ramifications to the District.

Adheres to the District's safety rules, regulations and policies.

Essential Functions

The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is related, or a logical assignment to the position.

Ensures that all buildings, grounds, and sewerage system facilities are maintained properly, including grass cutting, road and fence repairs, snow removal, concrete repairs, painting, etc.

Sets priorities and assigns and supervises the daily work of employees involved in buildings, grounds and sewerage system facilities maintenance.

Supervises all custodial duties and ensures proper procedure and performance standards are followed.

Reviews, assigns and signs-off on work orders on a daily basis. Visits work sites to ensure that assigned work has been completed satisfactorily. Prepares labor and materials estimates.

Provides support to the maintenance equipment operator and the maintenance helpers, including hands-on leadership, advice and experience, manufacturer, vendor and supplier information, information about replacement parts and tools.

Inspects interceptors and structures.

Operates various types of equipment associated with buildings and grounds maintenance, such as landscape equipment, snow removal equipment, and portable pumps.

Recommends improvements and repairs; cleans work area after repairs; enters and maintains records.

Annual Pay Rate: \$61,283.47 to \$71,250.50

(Starting pay rate commensurate with qualifications and experience)

To obtain the application information and submittal requirements package for this position, contact Anita Runne' at 978-744-4550 ext. 158 or by email at arunne@sesd.com. The District has a comprehensive and competitive benefits package. EOE