



# EMPLOYMENT NOTICE

**The City of Manor is seeking a qualified applicant for the position of Utility Foreman.**

Performs daily operations relating to the City's municipal water system, including complying with all state and federal regulations, and fulfills various duties associated with general maintenance of water and wastewater collection system infrastructure.

## **Essential Functions:**

**Regular attendance is considered an Essential Function of this position.**

Duties include, but are not limited to:

- Performs assigned lead/supervisory duties, including receiving work schedules from the Superintendent; assigns job tasks on projects to subordinate employees; provides input regarding employee performance; provides employee training in the performance of job duties.
- Complete routine cleaning and maintenance activities at related utility facilities; cut grass; trimming vegetation; clean grounds.
- Assist with repairing water/wastewater lines; maintain and repair meter boxes and water/wastewater facilities.
- Conduct water/wastewater quality tests and record results following established schedules and procedures.
- Performs repairs to lines, booster pumps, and lift stations. This may include but is not limited to electrical, plumbing, and construction maintenance, operation, and repairs.
- Reads gauges, charts, blueprints, meters, and other metering devices.
- Operates a variety of commercial equipment including but not limited to tractors, trenchers, front-end loaders, backhoes, bobcats, skid-loaders, and other equipment for a variety of construction and maintenance operations involving water and sewer system maintenance and repairs.
- Conduct safety inspections of vehicles and equipment and set up traffic safety devices such as cones, signs, and barricades as necessary. Redirect traffic as needed. Wear protective and safety gear as indicated for the work assigned.
- Prepares, gathers, and transports tools, materials, supplies, and equipment necessary to complete work assignments.
- Cleans and repairs work site upon completion of construction, including laying grass, replanting trees, and washing down the street.
- Perform difficult manual labor and skilled tasks that require lifting heavy objects, stooping, bending, and twisting.
- Troubleshoots and identifies water and wastewater flow problems and performs corrective action.

- Assist/Backup Meter Technician when needed – cut-offs and reconnects at water meters – also read meters, sewer backups/water leaks.
- Perform on-call duties as assigned, including rounds.
- May be actively involved in emergency operations.
- Performs other duties as assigned.
- Most work takes place in an outdoor setting in extreme temperatures, including heat, cold, temperature swings, and inclement weather. Subject to sunburn and other sun exposure reactions.
- Exposure to traffic, dust, fumes, and loud noise is routinely encountered in maintenance operations.
- Must be able to drive a vehicle to oversee projects, perform inspections, respond to after-hour calls, and perform other functions as needed. Must be able to sit, stand, and walk for extended periods while working in the office or on maintenance or repair projects.
- Must be able to use stepstools or ladders to store and retrieve items of various sizes, shapes, and forms.

**Education/Experience Required:**

- High School diploma/GED required.
- Five (5) years of experience in maintenance/construction or equivalent experience.
- TCEQ Class B Water license or B Distribution license and Class B Wastewater Operators license or Collections III license.
- Any similar combination of education and experience.

**Other Requirements:**

- Valid Class B Texas Commercial Driver’s License, Class A CDL preferred.
- Proof of citizenship and eligibility to legally work in the United States.
- Must pass a non-DOT physical and pre-employment drug screen.

**Department: Water/Wastewater**

**Location: Manor, Texas**

**Job Status: Full-Time**

**Salary: \$28.65- \$30.85**

**Schedule: Monday – Friday, 8:00 AM – 5:00 PM**

**Job Close Date: Open until filled**

For a complete job description, please get in touch with the City of Manor Human Resources Department at (512) 272-5555.

All applicants must complete an employment application and submit it to the Human Resources Department at 105 E. Eggleston St. by mail at P.O. Box 387, Manor, Texas 78653, or by fax at 512-272-8636.

The City of Manor is committed to compliance with the American Disabilities Act & Accommodations Act. If you require reasonable accommodation during the application process or have a question regarding an essential job function, don't hesitate to contact the Human Resources Department at (512) 272-5555.

**The City of Manor is an Equal Opportunity Employer**