



Randy Evans, Mayor
David Swackhammer, Director of Public Service/ Safety

145 Broadway St. Jackson, Ohio 45640
(740) 286-2201 cityadministration@jacksonohio.us

Notice OF JOB BID

March 19, 2024

**The position for one (1)
Working Foreman Water Distribution / Wastewater Collection Department
City of Jackson, Ohio**

BIDS AND APPLICATIONS ARE BEING ACCEPTED AT THE CITY OF JACKSON
MEMORIAL BUILDING, 145 BROADWAY STREET, JACKSON, OHIO.

THE HOURLY RATE OF PAY IS \$19.06 to \$23.82. INDIVIDUALS HAVING/OBTAINING LICENSES (WATER
DISTRIBUTION/WASTEWATER COLLECTION) WILL BE COMPENSATED AT A HIGHER RATE.

**POSTING TO BE COMPLETED AT
4:00 P.M. TUESDAY, APRIL 2, 2024
MAY BE EXTENDED IF NO CANDIDATE IS SELECTED**

JOB TITLE: Working Foreman

GENERAL PURPOSE

To repair sewer, storm water and water lines, make water and sewer taps and to construct new lines serving the City. This position's primary role will be to lead construction type projects; coordinating staffing, materials and equipment needed to successfully complete the task and meet timelines.

ESSENTIAL FUNCTIONS

1. Works and leads within the department as assigned and with direction from the Operations Manager or Service Director, daily duties are to perform tasks to maintain, construct or repair the City's water and sewer lines.



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KNOWLEDGE, SKILLS & ABILITIES

The following list suggests those skills and abilities which are typically useful in carrying out the essential functions above. Other skills and abilities are acceptable to the employer if they achieve the essential functions of the position.

1. Lead projects as assign and coordinate with all impacted parties
2. Provide work direction
3. Ensure materials and equipment is available when needed
4. General knowledge of the City's water and sewer line construction and location.
5. Must be alert for safety concerns for self and others
6. Work direction may alter throughout the day, flexibility in daily work is essential.
7. Knowledgeable and capable of;
 - a. Repairing leaks in existing water lines
 - b. Replacing old water lines and installs new water lines
 - c. Making water taps for customers using tapping machine.
 - d. Installs and repairs fire hydrants.
 - e. Making sewer taps.
 - f. Replacing and repairing old sewer lines.
 - g. Operational knowledge of equipment needed to complete tasks and the ability to train others.

EQUIPMENT, AIDS, TOOLS & MATERIALS

This position holder is expected to operate or use the following:

- | | |
|----------------------|----------------------|
| 1. Back Hoe | 4. Mower |
| 2. Trenching Machine | 5. Tractor |
| 3. Dump Truck | 6. Line Plug Machine |
| 7. Jet VacTruck | 8. Sewer Camera |
| 9. Office Computer | |

The above list is not exhaustive and may be amended as required by any changes in the position.



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LICENSES/CERTIFICATION REQUIRED

A valid Ohio Commercial Driver's License required. (Class B Minimum) If successful candidate does not have required license, time may be given to obtain. EPA Class II Water Distribution and Wastewater Collections license preferred.

SERIOUS RESPONSIBILITIES

Must demonstrate good workmanship to provide dependable service. Oversees work crews assigned to projects. Assures all local, state and federal EPA and other agency rules are followed.

SUPERVISION PROVIDED

Direct supervision is received from the Operations Manager of Water Distribution/Wastewater Collection.

QUALIFICATIONS, TRAINING & EXPERIENCE

EDUCATION: High School Education or equivalent.

ON THE JOB: It would take a qualified person about 12 months to perform most of the tasks of the job. Would learn about water line maintenance and construction and operation of the equipment after appointment.

WORKING CONDITIONS

1. Must work outside in weather extremes such as cold in winter and heat in summer.
2. Must work in water when making repairs and installations.
3. Must perform lifting of meters, pipes and equipment.

Respectfully Submitted,

David Swackhammer

Service Director

City of Jackson, Ohio

www.jacksonohio.us