

**JOB OPPORTUNITY  
CITY OF MANSFIELD, OHIO**

**ORDINANCE 19-008**

**POSTING DATE: 03/14/19  
DEADLINE DATE: 03/20/19**

**FOREMAN**

The City of Mansfield, Ohio, Director of Human Resources announces the opening of the following positions in the **UTILITY COLLECTIONS DIVISION:**

<b>POSITION</b>	<b>ANNUAL SALARY RANGE</b>
<b>Foreman</b>	<b>\$28,500 - \$52,500</b>

**GENERAL STATEMENT OF DUTIES:**

Under general supervision, functionally supervises assigned meter installers and reader personnel in the installation and maintenance of all water meter equipment and related equipment, software, internet and cloud based products. This includes managing all programs regarding the maintenance, monitoring, and reporting of accurate water/sewer consumption. Meets with customers as needed to discuss water equipment performance, installation, and possible replacement of equipment. Performs other duties as assigned.

**EXAMPLES OF WORK (ILLUSTRATIVE ONLY):**

Functionally supervises the meter repair, meter reader, other personnel as required; assists in assigning tasks and ensuring work complies with standards; assists in planning work schedules and projects; provides on-the-job training and instruction of assigned personnel; enforces personnel policies; issues oral and written warnings; may hear and resolve grievances.

Oversees and ensures that work completed is neat, complete, correctly installed, and complies with established safety procedures and product standards; discusses job requirements with and receives detailed instructions from the Operations Manager; makes and adjusts individual work assignments; requisitions necessary equipment and materials; prepares and maintains time and material and work records; notifies manager of emergencies. Works closely with the Utility Collections Supervisor to manage the efficient and timely maintenance, monitoring, and installation of metered water services as well as the accurate collection of meter read information. Works in all relevant data bases such as Waterscope, New World, and others as required.

**DESIRED KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge of (1) city and division policies and procedures, (2) safety practices and procedures, (3) plumbing, meter maintenance and repair, (4) heavy equipment operation, (5) supervisory principles and practices, Skill in: (6) carry out detailed written and oral instructions, (7) deal with problems involving several variables within familiar context; (8) read, copy and record figures accurately (9) must have good customer service skills. Knowledge of Excel, Word, and Access is desired.

## **ACCEPTABLE EXPERIENCE AND TRAINING:**

Completion of secondary education or equivalent and five years of progressively responsible experience in public works or related construction, maintenance and repair, or any equivalent combination of experience and training which provides the desired knowledge, skills and abilities.

## **LICENSE/CERTIFICATION REQUIREMENTS**

**YOU MUST POSSESS A VALID OHIO DRIVER'S LICENSE.**

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The specific statements shown in this description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to successfully perform the job.

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APPLICATIONS FOR THIS POSITION WILL BE ACCEPTED IN THE HUMAN RESOURCES OFFICE. "WE ARE AN EQUAL OPPORTUNITY EMPLOYEE." WE DO NOT DISCRIMINATE ON THE BASIS OF RACE, RELIGION, COLOR, SEX, AGE, NATIONAL ORIGIN OR DISABILITY. NONJOB (40)