



Gloucester County  
**Utility Mechanic Foreman**

<b>SALARY</b>	Depends on Qualifications	<b>LOCATION</b>	Gloucester, VA
<b>JOB TYPE</b>	Full-Time	<b>JOB NUMBER</b>	12052023
<b>DEPARTMENT</b>	PUBLIC UTILITIES	<b>OPENING DATE</b>	12/05/2023

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## Description

**Salary: \$49,609 +/- depending on qualifications**

**The Gloucester County Public Utilities Department is seeking a Utility Mechanic Foreman to Join our team.**

Under general supervision, performs administrative and supervisory work in the installation, maintenance, repair and replacement of equipment in the Gloucester County water treatment and wastewater collection systems, and coordinates the procurement of parts.

Work involves the use of hand and power tools.

Employee must exercise initiative and independent judgment in completion of assigned tasks.

Employee must also exercise tact, courtesy and firmness when communicating with contractors, vendors, customers and the general public.

May be designated responsible for specific water and/or wastewater facilities.

Reports to designated supervisor.

## Job Highlights

- Supervises custodial and grounds-keeping duties at various Utility facilities.
- Coordinates with contractors and vendors. Coordinates the procurement of parts for inventory and project needs.
- Coordinates internal projects and ensures adherences to safety regulations.
- Operates hand tools, power tools and industry-specialized tools.
- Manages preventive maintenance of equipment.
- Coordinates training of reporting personnel.
- Maintains records and files related to installation, maintenance, repairs and replacement of equipment.
- Maintains a clean and organized inventory.
- Responds to after-hours calls on nights, weekends, and holidays as needed.
- Performs other duties as assigned.

For a complete Job Description: [Utility Mechanic \(Download PDF reader\)Foreman](#)

## Qualifications

- Possession of a high school diploma/GED.
- Five (5) to seven (7) years of experience in mechanical and maintenance work to include repair, preventative maintenance and troubleshooting of pumps, motors, control valves and control systems; and two (2) years of supervisory experience.
- Experience in water and/or wastewater systems preferred.

## Special Requirements

Possession of a valid driver's license; possess and maintain a driving record that meets established Gloucester County Driving Standards.

Must pass a post-offer, pre-employment physical. Position subject to subsequent physical examinations to ensure incumbent meets physical job requirements.

Possession of OSHA 30 Hour Card (General Industry or Construction) or obtain within 12 months of employment in the position.

Possession of a Commercial Driver's License (CDL), preferred.

**To be considered for this position, your online application must include your cover letter, resume, and three (3) professional references.**



Professional references are individuals who can attest to your job related knowledge, skills and abilities while working or in a volunteer capacity and are not family or personally related. Professional references should include job title, company name and address, phone numbers and email address if available.

***Gloucester County is an Equal Opportunity Employer & Drug Free Workplace***

***OUR Community: Gloucester County***

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### Agency

Gloucester County

### Address

6489 Main Street

Gloucester, Virginia, 23061

### Phone

(804) 693-5690

### Website

<http://www.gloucesterva.jobs>

## Utility Mechanic Foreman Supplemental Questionnaire

**\*QUESTION 1**

**Do you possess a valid driver's license?**

- Yes
- No

**\*QUESTION 2**

**If you possess a valid driver's license, list the issuing state and expiration date.**

**\*QUESTION 3**

**What is your current highest level of education completed?**

- I do not have a High School diploma or GED
- HS Diploma or GED
- Some College
- Associate's Degree
- Bachelor's Degree
- Master's Degree or higher

**\*QUESTION 4**

**How many years of experience working in Public Utilities do you have?**

- Less than one year
- One to two years
- Three to four years
- Five or more years
- None

**\*QUESTION 5**

**Do you have experience with underground utilities?**

- Yes
- No

**\*QUESTION 6**

**Do you have five (5) to seven (7) years of experience in mechanical and maintenance work to include repair, preventative maintenance and troubleshooting of pumps, motors, control valves and control systems?**

- Yes
- No

**\*QUESTION 7**

**Briefly describe your customer service experience assisting co-workers and/or the public.**

**\*QUESTION 8**

**Describe your management and supervisory experience as it relates to this position. Be sure to include the name of the employer, number of people you supervised and their job responsibilities.**

**\*QUESTION 9**

**This position requires responding to after-hours calls on nights, weekends, and holidays. Are you able to meet this requirement?**

Yes

No

**\*QUESTION 10**

**A complete job description for this position is available on the Human Resource Department "Job Description" web page. I have read and understand the complete job description including the education, experience and qualifications. I acknowledge that my resume and at least 3 professional references must be attached for my application to be considered complete.**

I acknowledge the above statement.

I do not acknowledge the above statement.

\* Required Question