

## WATER UTILITY FOREMAN

### JOB SUMMARY:

The Water Utility Foreman will assist the Director of Public Works in the day to day operation of the Department and assume supervisory duties when the Director of Public Works is absent. The Water Utility Foreman job description is in addition to the Water Utility Operator, Parks Maintenance Technician, and Streets Maintenance Technician job descriptions.

### Examples of Duties:

- The Water Utility Foreman duties will include assignment of employees
- Handling citizen complaints and concerns
- Prioritizing projects
- Problem solving and other duties as assigned by the Director of Public Works.
- Provides safe water for the community by cleaning, maintaining, and repairing sewer lines and well sites
- Maintain chlorine and usage and water tank levels
- Maintain and repairing pump motors
- Performing sewer line maintenance
- Repairing and replacing meters, fire hydrants, curb stops, valves, and manholes
- Placing pipes and repairing water/sewer mains
- Reading and recording residential and commercial water usage
- Assists in the construction and repairing of streets and public work sites by performing small electrical and carpentry repairs
- Digging trenching holes
- Laying and spreading soil
- Laying sod and fertilizer
- Sealing cracks and refilling potholes in street
- Mending water leaks
- Repairing and replacing water lines, mains, clamps, and valves
- Using heavy equipment, such as front-end loaders and dump trucks
- Putting out signs and barricades to assist the flow of traffic
- The Water Utility Foreman is responsible for daily reports to the Director of Public Works and must maintain a high level of professionalism and customer service.
- The Water Utility Foreman must consult with the Director of Public Works prior to any changes to daily activity or vehicle/equipment maintenance.
- The Water Utility Foreman is responsible for the productivity of his subordinates and verifying all work is completed with the upmost attention to detail.

- Ability to add, subtract, multiple and divide in all units of measure using whole numbers, common fractions and decimals.

### **Reasoning Ability**

- Ability to use common sense understanding to carry out instructions furnished in written, oral or diagram form.
- Ability to deal with problems involving several concrete variables in standardized situations.

### **Certificates/Licenses/Registration**

- Must obtain a valid Class A or B CDL
- Obtain a Class C Groundwater license within 6 months of the date of promotion.

### **Other Qualifications**

- Knowledge and training in the operation of heavy equipment.
- General knowledge of various construction trades and crafts including all water/wastewater, streets, and parks maintenance.
- Ability to work nights, weekends, overtime and odd hours when emergencies require.

### **PHYSICAL REQUIREMENTS:**

- Walking, standing, lifting, climbing, and occasional carrying.

### **WORK LOCATION AND HOURS:**

- Multiple indoor/outdoor work in extreme temperatures including heat and cold weather, locations and varied hours. Serve as standby crew for after hour emergency work as required