

## **WATER SYSTEM FOREMAN**

### **General Statement of Duties**

Operates and maintains the District water system including the well, treatment, storage, and distribution facilities; prepares reports for regulatory agencies; and performs chemical tests for water quality.

### **Supervision Received**

Works under the direct supervision of the Water System Superintendent who reviews work for conformance to established standards and procedures. Works under the supervision of the General Manager when the Operations Superintendent is away.

### **Charge Exercised**

Coordinates and directs work of Water System Operator, Distribution System Operators 3, 2, and 1, Utility Workers and Laborers may direct trainees, part-time or temporary staff as assigned.

### **Essential Duties and Responsibilities**

Is the designated Chief Distribution System Operator and the designated Chief Water Treatment Operator when the Water System Superintendent is away.

Operates District water system; makes necessary tests for water quality and adjusts chemical systems as indicated; performs systematic checks electrical systems, pumps, tanks and other system components; maintains operating records as required by law; keeps water system facilities in a clean, neat, and orderly fashion.

Evaluates field staff performance.

Installs and maintains pumps, valves, mains, services, meters, and related water distribution facilities and appurtenances.

Operates and maintains vehicles and equipment used in water system construction, including backhoe/front end loader, jackhammer, dump truck, tamper, etc.

Reads water meters; turns services off and on; meets with customers to identify service locations and resolve service problems.

Maintains inventory of chemicals at wells and assures the safe handling of caustic and toxic materials.

Performs routine water quality testing; gathers information for reports needed for regulatory agencies and assures conformance of operations to regulatory standards.

Conducts tours of the District utility system and responds to citizen inquiries regarding water quality or problems with pressure or volume.

Performs duties of Laborer, Utility Worker, Distribution System Operator 1, 2 and 3 as needed.

Performs required labor involved in construction and maintenance projects as part of a crew, including pavement cutting, ditch digging, main and pipe repair, laying and backfilling.

Establish and maintain cooperative working relationships with co-workers, outside agencies and the public.

Supervises, instructs and assists assigned crews in installing and relocating water lines, valves, fire hydrants and meters, and maintaining the existing water supply system.

Responds to or assures the proper response to complaints regarding water quality, leaks, pressure loss or no water; explains findings to property owners if necessary.

Trains and supervises subordinate employees performing the duties of maintenance, construction and operation of the District water system.

Supervises the use of and assumes responsibility for all materials, supplies and equipment used in the maintenance, construction and operation of the District water system; requisitions such materials, supplies and equipment as needed and budgeted; insures that all necessary materials, supplies and equipment are available by maintaining an inventory of parts and materials and obtaining necessary parts, tools and supplies from the store room.

### **Peripheral Duties**

Operates and performs regular routine maintenance on equipment used in water system, including vehicles and other equipment.

Serves on various employee or other committees as assigned.

Performs on call and emergency work assignments

### **Minimum Qualifications**

#### **Education, Certification and Experience:**

- Two years experience in the operation and maintenance of a water utility or four years experience in pipeline or other underground construction;
- possession of a current State Water Resources Control Board Water Drinking Water Treatment Operator Grade II,
- Distribution Operator Grade III certificate;
- possession of a valid Backflow Prevention Assembly General Tester, Certificate;
- possession of a valid Class C California driver's license;
- graduation from high school; or equivalent.

#### **Necessary Knowledge, Skills and Abilities:**

Familiarity with proper practices in the construction, maintenance and operation of a water utility; familiarity with federal and state regulations regarding water quality control and distribution of potable water; familiarity with pumps, telemetry, and other related water system equipment; ability to operate equipment such as a backhoe, tamper, etc.; ability to work harmoniously with other employees; ability to make decisions independently in accordance with established policy and to use initiative and judgment in carrying out tasks and responsibilities

with only general instruction and guidance; ability to use tact and judgment when dealing with the public; ability to lift heavy objects and perform sustained manual work.

### **Special Requirements**

Must possess a valid driver's license.

Must pass pre-employment physical.

Must pass a drug screening test.

### **Tools and Equipment Used**

Motorized vehicles and equipment, including dump truck, pickup truck, utility truck, backhoe, tamper, saws, pumps, compressors, sanders, generators, common hand and power tools, shovels, wrenches, detection devices, mobile radio, phone, hand-held computer.

### **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee frequently is required to stand and talk or hear. The employee is occasionally required to walk; sit; climb or balance; stoop, kneel, crouch, or crawl; and smell.

The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

### **Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in outside weather conditions. The employee frequently works near moving mechanical parts and is frequently exposed to wet and/or humid conditions and vibration. The employee occasionally works in high, precarious places and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock. The noise level in the work environment is usually loud.

### **General**

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job.