

**WATER SERVICE FOREMAN**
Construction DepartmentRange: 46
Salary:

JOB DEFINITION: With general instructions, directs the work of a water service crew performing a variety of projects on the Agency's water, wastewater, collection and recycling facilities and equipment; to work as a member of the crew, and to do related work as assigned by the Water Service Superintendent or Assistant Superintendent. All construction personnel are required to provide a minimum of one week emergency stand-by service, and overtime as may be assigned.

SUPERVISOR: Construction Superintendent or Assistant Construction Superintendent

REPORTS TO: Construction Superintendent or Assistant Construction Superintendent

DISTINGUISHED FROM LOWER RANGE POSITION(S):

This is a leadership position within the Construction Department. In order to advance to the position of a Foreman, an employee will be required to (1) acquire the necessary certification; (2) have greater working experience and knowledge than the three Water Service Worker positions; and (3) have increased professional training with respect to both construction related activities as well as training in personnel/behavioral related issues.

EXAMPLE OF DUTIES:

Duties assigned to the Foremen include the ability to perform all aspects of work as outlined for the Water Service Worker I, II, and III, and Equipment Operator positions.

In addition to those duties, however, attaining the level of a Water Service Foreman requires the employee to supervise, direct and evaluate the members of their crew as daily duties are performed, and to intermittently oversee other crews in the absence of another Foreman or the Construction Superintendent or Assistant Superintendent.

This position requires that an employee both direct, as well as participate with, work crews involved in, but not limited to: the installation, maintenance and repair of Agency water services (residential, industrial, commercial), main lines, facilities, and reservoirs.

Foremen are responsible for; training new crew members; conducting annual performance evaluations; giving weekly safety talks to the members of their crews and insuring safe work practices are adhered to as work is performed on behalf of the Agency; checking crew time cards and time sheets for accuracy; overseeing and/or obtaining water samples for Bac-T testing in conjunction with pipeline installations.

One Foreman and his crew will be assigned the responsibility for the oversight of the operations of the; Agency's Warehouse, backflow program, and meter repair and replacement.

One Foreman will be assigned the responsibility for the oversight of the maintenance of sewer collection systems, and for the inspection of grease traps within the Agency's service area. All foremen will be responsible for assuming this responsibility in the absence of the assigned foreman, or as needed.

One Foreman, and his crew, will be directly responsible for one week per month of emergency standby duty.

QUALIFICATIONS:

Schooling: High School Diploma or G.E.D.

Certification(s): **State of California Health Department Certification:**

1. **Water Treatment Operator Grade T-2 Certification**
2. **Water Distribution Grade D-3 Certification**
3. **Traffic Control Certification**
4. **“Competent Person Training”**

- Backflow Testing/Repair/Installation Certification may be required

Experience: One year of experience as a Water Service Worker III in the Desert Water Agency; **or**

Four years of general experience in construction and maintenance work for a water agency or some water related utility, including two years of lead or supervisory experience.

License(s): Possession of a valid **Class A** drivers' License issued by the California Department of Motor Vehicles appropriate for the use of Agency vehicles required in the fulfillment of the job duties for this position, with an acceptable driving record.

Knowledge of: Water distribution, wastewater collection and recycled water distribution facilities, including mains, service lines, hydrants, meters, and valves; pipe laying and fitting, concrete work, water meter and valve installation, and general maintenance work; the use and operation of a variety of hand tools, power equipment, and vehicles commonly used in water service maintenance and construction; relevant safety precautions and procedures; principles of effective supervision and training.

Ability: To work independently in planning projects and directing crews in a safe and timely manner; repair, install and maintain water distribution facilities, including mains, service lines, hydrants, backflow devices, meters and valves; to lay and fit pipe, mix pour and finish cement; perform heavy physical labor requiring strength, dexterity and agility; must be able to carry, push, pull, reach and lift equipment, parts and supplies weighing up to 90 lbs.; stoops, kneels, crouches, crawls, and climbs during field maintenance, repair and installation work; understand and carry out instructions; establish and maintain cooperative working relationships with fellow employees and the general public, resolve issues of contention or administer disciplinary action as is required and appropriate.

PHYSICAL REQUIREMENTS:

Climbing: yes no **Frequency:** Continual Often Infrequently Never

Examples: Going up and down ladders, getting into large vehicles, climbing into/out of trenches, etc.

Bending: yes no **Frequency:** Continual Often Infrequently Never

Examples: Performing repairs, facility installations, etc.

Digging: yes no **Frequency:** Continual Often Infrequently Never

Examples: Services, trenches, valve locations, service relocations, meter sets, pot-holing, etc.

Sedentary/sitting: yes no **Frequency:** Continual Often Infrequently Never

Water Service Foreman

Examples: Driving or riding in vehicles, heavy equipment

Standing: yes no **Frequency:** Continual Often Infrequently Never

Examples: Standing on pavement, dirt, concrete at work sites or in Agency facilities

Repetitive motion: yes no **Frequency:** Continual Often Infrequently Never

Examples: Operation of hand tools such as screwdriver, wrench, hammer, paint brush, shovel, rake etc.

Respiratory (requiring use of respirator or face mask) yes no

Examples: When entering reservoirs, performing sandblasting, sewer maintenance, painting, etc.

WORK ENVIRONMENT:

Generally, work is typically performed outdoors and will take place in all weather conditions, including extreme heat in excess of 110°; on occasions, work will be assigned within the Agency Operations Center or outlying Agency facilities.

I have reviewed this Job Description with my Supervisor and received a copy.

Employee Signature

Date

Supervisor Signature

Date

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