

*To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.*

## Water Distribution Foreman

**Department:** Environmental/Public Works

**Pay Grade:** 510

**FLSA Status:** Non-Exempt

**Job Code:** E806

### JOB SUMMARY

The purpose of this classification is to manage the installation, maintenance and repair of the city owned water distribution system and provide leadership and guidance to a crew performing manual to moderately skilled work. Works under the guidance of the Water Distribution Supervisor.

### ESSENTIAL JOB FUNCTIONS

- Oversees and assists work crew maintaining and making repairs to the water distribution system including operation of all equipment related to the installation, repair, and maintenance of water lines, service connections, valves, hydrants, meters, and all other water distribution appurtenances.
- Provide new employees with training to perform the skills necessary for marking out services and mains, making repairs to service connections, mains, hydrants, meters and other water distribution appurtenances. Performing maintenance on water meters, hydrants, valves, mains, and other water appurtenances.
- As foreman on job site, determines methods and practices to be used to perform the required work in a safe, efficient and effective manner. Determines how excavations in the roadway are to be made and whether it is safe for employees to enter a trench. Confers with Supervisor, as necessary, to resolve unusual situations.
- Assists in ensuring adherence to established safety procedures; monitors work environment and use of safety equipment to ensure safety of employees and other individuals; initiates any actions necessary to correct deviations; coordinates activities to maintain safety and traffic control at work sites, including flagging of traffic and setup of

safety cones, barricades, and road/warning signs; reports accidents, injuries, and other incidents.

- Assists in coordinating, prioritizing, and overseeing projects; reviews or issues work orders; assists in determining and coordinating necessary equipment, materials, and manpower to conduct projects; monitors status of work in progress and inspects completed work; dispatches crew members, vehicles, or equipment to work sites as needed; reports damage/vandalism, potentially hazardous/dangerous situations, or other problems to supervisor; responds to problems or emergency situations.
- Drives pick-ups, single-axle, and dual-axle trucks with limited volume and/or weight capacities in order to collect, transport and haul materials such as heavy equipment, stone, and tools; maneuvers vehicle in and around traffic and work-sites, obeying all traffic laws and safety guidelines; positions vehicle to allow for the most efficient and effective loading and unloading of materials; secures all doors, gates, and fasteners to prevent spillage or loss of load; operates dumping mechanism to dump materials at appropriate locations; and sets up appropriate work zones.
- Operates heavy equipment at a higher skilled level: backhoe/track hoe, skid steer, jack hammer, vacuum excavator, and dump truck as necessary to complete essential functions.
- Performs customer service functions: exchanges information with the public regarding work; logs complaints or problems and refers them to the appropriate personnel.
- Locates underground water lines, valves, meters, service lines and appurtenances.
- Sets out leak detection equipment, analyzes data, and locates location of possible leaks for crews to repair.
- Performs physical, on-site inspections of backflows and cross-connection preventers, hydrants, valves, meter boxes, meter pits, and other water distribution facilities.
- Conducts tests to ensure that equipment is operating properly.
- Oversees and conducts tests on meters for accuracy.
- Oversees repairs to pavement, sidewalks, curbs, and landscaping after repairs to, or installation of, water distribution system appurtenances.
- Operates a variety of equipment, machinery, and power / hand tools associated with water utility projects, including (but not limited to): chain saw, air compressor, concrete saw, leaf blower, sod cutter, pick axe, sledgehammer, rake, post hole digger, shovel, broom, hand tools, and City issued cellular phone.
- Performs general cleaning/maintenance tasks necessary to keep equipment and tools in operable condition, which may include inspecting equipment, checking/replacing fluids, refueling vehicles, performing minor equipment repairs, greasing equipment, sharpening blades, replacing parts, washing/cleaning equipment, or cleaning shop or work areas; monitors equipment operations to maintain efficiency and safety; reports faulty equipment and initiates requests for new or replacement materials as required.
- Maintains a comprehensive set of records/data related to all maintenance activities in the Water Utility, utilizing various spreadsheets and computer programs to provide this information in a logical manner. Prioritizes the Operations and Maintenance of the water distribution system in conjunction with the Water Utility Manager, Water Distribution Supervisor, and other water distribution utility staff.
- Receives various forms, reports, correspondence, schedules, activity calendars, event sheets, diagrams, blueprints, policies, procedures, regulations, manuals, reference

materials, or other documentation; reviews, completes, processes, forwards or retains as appropriate.

- Maintains adequate stock of equipment, tools, supplies and materials on department truck for use at work sites.
- Under general direction, employee plans and prioritizes the majority of work independently, in accordance with standard practices and previous training. Employee is expected to solve most problems of detail or unusual situations by adapting methods or interpreting instructions accordingly. Instructions for new assignments or special projects usually consist of statements of desired objectives, deadlines and priorities. Technical and policy problems or changes in procedures are discussed with supervisor.
- Communicates with supervisor, other departments, employees, community service workers, the public, outside agencies, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.
- Runs valve exercising and hydrant maintenance programs.
- Collects data and makes updates to ensure GIS is accurate.
- Assists customers with water consumption issues.
- Provides assistance to other employees or departments as needed.
- Performs other related duties as required.

### **MINIMUM QUALIFICATIONS**

#### **Education and Experience:**

Requires a High School Diploma or equivalent; supplemented by Vocational/Technical training in equipment operation or related field; five (5) years of experience and/or training involving water utility construction/maintenance work and equipment operation; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

#### **Licenses or Certifications:**

- Georgia EPD Water Distribution Operator license
- Georgia Water Distribution license
- Soil & Water Erosion Control certificate within 6 months of hire
- Level 1A Certified in Soil and Erosion Control within 1 year of hire
- Trenching and shoring certification, confined space entry supervisor training, GDOT flagger certification within 1 year of hire
- Georgia Commercial Class A Driver's License (CDL) with appropriate endorsements
- Backflow Tester's certification or ability to obtain

#### **Special Requirements:**

- Subject to responding to after hour emergencies on a rotating schedule.

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

- Knowledge of tasks and procedures required to perform the routine maintenance functions in the assigned department.
- Ability to learn, comprehend, and apply all city or departmental policies, practices, and procedures necessary to function effectively in the position.

- Ability to determine, calculate, tabulate, or summarize data/information. Includes performing subsequent actions in relation to these computational operations.
- Ability to act as a first-line supervisor, including instructing, reviewing work, maintaining standards, and coordinating activities.
- Ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.
- Ability to utilize a wide variety of reference and descriptive data and information.
- Ability to perform addition, subtraction, multiplication, and division. May include counting, recording of counts, and basic measuring.
- Ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.
- Ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.

#### **PHYSICAL DEMANDS**

The work is heavy work which requires the ability to exert heavy physical effort with greater emphasis on climbing and balancing, but typically also involving some combination of stooping, kneeling, crouching, and crawling, and the lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (50-100 pounds). Tasks also require the ability to perceive and discriminate colors or shades of colors, sounds, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

#### **WORK ENVIRONMENT**

Work is regularly performed with exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, temperature and noise extremes, fumes, heights, machinery, vibrations, electric currents, traffic hazards, bright/dim light, toxic agents, disease, pathogenic substances, or animal attacks/bites.

**The City has the right to revise this job description at any time. This description does not represent in any way a contract of employment.**

*The City of Roswell, Georgia commits to a policy of equal employment opportunity for applicants and employees, complying with local, state and federal laws. The City's policy is to employ qualified persons without discrimination regarding race, creed, color, religion, age, sex, country of national origin, marital status, disability, sexual orientation, gender identity, genetic information, political affiliation, ethnicity, or status in any other group protected by federal/state/local law.*