

Town of Scituate

Position Title: Water Distribution Foreman

Statement of Duties

Position is responsible for coordinating the activities of the employees engaged in maintaining the water distribution system. The Foreman schedules and oversees repairs, replacements, installations, inspections, and service change requests. The Foreman's administrative responsibilities include maintaining accurate records and completing reports required by state/federal agencies. The Foreman participates directly in all activities related to maintaining the water distribution system. Performs all other related work as required.

Supervision

The Foreman is appointed by the Town Administrator and works under the general supervision of the Water Department Superintendent. The incumbent has responsibility for and uses discretion in determining short-term work priorities. The incumbent carries out assigned responsibilities independently, exercising judgment and initiative in adapting to particular requests. He/she is knowledgeable of, and adheres to departmental procedures and state/federal rules and regulations.

Job Environment

Work is performed for the most part outdoors with exposure to variable weather, conditions and hazards associated with construction work along public roads. On occasion night-time work is required to handle emergencies or perform distribution system functions best done during periods of reduced water demand. The incumbent may be called in on evenings or weekends in response to emergencies. The position requires the ability and licenses to operate machinery such as trucks, backhoes, loaders, jackhammers, etc. Administrative work is sometimes required to maintain records, prepare regulatory reports, and develop work schedules.

The Foreman has frequent contact with the water customers answering questions, responding to requests for help, and dealing with complaints.

Errors may result in delay or loss of service, monetary loss, adverse public relations, or have legal ramifications.

Essential Functions

The essential functions or duties listed below 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.

- Plans and coordinates weekly work activities of the Water Distribution team.
- Organizes and implements pipe flushing program and other system maintenance work.
- Adjusts crew priorities and assignments as changing circumstances dictate.
- Assists in planning and layout of water lines, services, and other construction.
- Manages the "water trench repair," hydrant replacement, and gate exercise programs.
- Ensures execution of seasonal turn-on/turn-off program.
- Inspects work done by contractors to ensure proper installations and sanitation.
- Locates and repairs leaks and other water losses.

- Recommends changes in procedures and programs to increase efficiency, reduce losses and improve service.
- Calls upon water customers to hear concerns and provide assistance.
- Operates department machinery as required to get the work completed in a timely and safe manner.

Recommended Minimum Qualifications

Education and Experience

A High School diploma or equivalent and a minimum of 4 years of construction related experience is required.

Special Requirements

MA Class B Commercial Driver's License

MA Hoisting Engineer's License

MA DEP Grade 2 Water Distribution License

Must obtain the MA DEP Grade 3 Water Distribution License within 12 months.

Knowledge

Working knowledge of the safe and effective operation and mechanics of light and heavy equipment, machinery, hand tools and public works practices. Knowledge of the geography and street layout of the Town. Working knowledge of the occupational hazards and safety precautions of the trade. Knowledge of hydraulics.

Ability

Basic motor skills required in the operation of heavy equipment, tools, and department machinery. Ability to read and interpret construction project plans, pay careful attention to details, and perform work under extreme weather conditions for long periods of time. Ability to interact effectively with all other utilities. Ability to recognize unsafe working conditions to ensure that appropriate safety precautions are taken to ensure employee safety and to follow oral and written instructions or directions. Ability to work cooperatively with and direct activities of other crewmembers. Ability to operate a wide range of construction equipment including hand and pneumatic tools and power equipment. Ability to complete assigned work under adverse weather conditions and to work long, extended hours during unplanned emergencies such as during snowstorms, floods, power outages, and water main breaks. Ability to interact in a positive and effective manner with public, vendors and other staff. Ability to communicate verbally in an effective manner. Ability to prepare accurate reports. Ability to maintain effective working relationships with other departments, employees and the public. Ability to perform multiple tasks/projects in an effective manner.

Skill

Attention to detail and strong analytical skills. Excellent organizational skills. Proficient skill in use of personal computers.

Physical and Mental Requirements

The 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 position's essential functions.

Work requires agility and physical strength, such as moving in or about construction sites or over rough terrain, or standing or walking most of the work period. Occasionally, work may require lifting heavy objects and carrying them. There may be need to stretch and reach to retrieve materials. Usually, the work will require extended physical effort over a significant portion of the workday and often under adverse weather or emergency conditions during all hours of the day.

Duties may involve assignments requiring application of hand and eye coordination with finger dexterity and motor coordination. Examples may include using hand and power tools, operating heavy equipment/vehicles or climbing a ladder. Position requires the employee to routinely read and interpret documents. Employee must be able to distinguish colors.

This 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 change.