

**JOB DESCRIPTION**

**JOB TITLE:** Foreman, Water Distribution Maintenance

**DEPARTMENT:** Public Works

**REPORTS TO:** Maintenance Superintendent

**PRINCIPAL PURPOSE OF JOB:** Responsible for identifying and accomplishing functions associated with maintenance of the water transmission and distribution system and the installation of water services. Participates in long-range planning and responsible for day to day supervision of assigned employees to make the most effective and efficient use of skills, facilities, and equipment.

**LEVEL OF AUTHORITY:** Performs duties with only general direction and has broad latitude in determining methods and scheduling in order to meet requirements within budget.

**WORK ENVIRONMENT:** Much of the work is performed in an office setting or driving from site to site in a department truck. For occasional maintenance duties, the work is performed outdoors in every kind of weather conditions, and in wet, muddy, confined work spaces, with noise intensity ranging from moderate to very loud, and exposure to hazardous materials ranging from moderate to fairly high.

**ESSENTIAL JOB FUNCTIONS:**

1. Participate in long-range planning and establishing priorities. With Superintendent, develop, recommend, and implement approved operating procedures and practices.
2. Identify work to be accomplished and schedule work.
3. Make work assignments and supervise the accomplishment of assigned activities in accordance with plans, schedules, budgets, and policies established with the Superintendent.
4. Provide day to day supervision of assigned employees. Recommend appropriate training and coaching, prepare evaluation reports, and recommend disciplinary action to the Superintendent.
5. Keep Superintendent informed and seek direction on matters requiring deviation from established guidelines.

6. As necessary, coordinate work activities with other City departments, equipment suppliers, and citizens, including private contractors. May be called upon to coordinate with other government agencies in emergency situations.
7. As necessary, operate all equipment and perform all work activities of assigned employees to install and repair main and lateral waterlines, fire hydrants, cathodic protection, and water services; maintain and repair reservoirs and pumps; collect and test water samples.
8. As first on the police emergency 24-hour call-out list, respond to off-hours water service emergencies.
9. With Superintendent, prepare labor, material, time, and equipment estimates for new or modified water supply, transmission, and distribution facilities.
10. Maintain excellent public relations, by assuring that public inquiries are answered in a courteous manner and that consumer complaints about water consumption, distribution, or system maintenance are resolved within a reasonable time. Where appropriate, refer public inquiries to the Superintendent.
11. Make sure all work is performed in accordance with all federal, state, and local laws, rules, and regulations, and is performed within mandated and appropriate safety standards.
12. Complete required paperwork, such as reports and budget projections.
13. Responsible for conducting required preventive maintenance work on assigned vehicles.
14. Ensure that WISHA and OSHA trenching and shoring laws are complied with at all times.

**QUALIFICATIONS:**

**Technical**

1. Must possess a valid Washington State driver's license.
2. Must possess or obtain a commercial driver's license (CDL) to operate appropriate vehicles and equipment.
3. Must possess or obtain State certification for handling of asbestos cement (A.C.) pipe.
4. Must be trained in confined space procedures.
5. Must be able to obtain a first-aid/CPR card.

6. Must be able to obtain flagger certification.
7. Must possess or obtain Water Distribution Specialist Class II certificate.
8. Must have thorough knowledge of WISHA and OSHA trenching and shoring laws.
9. Must have a thorough knowledge of water systems, supply equipment, facilities, installation and repair methods, modern utility construction, and safety hazards and procedures, as demonstrated by a number of years of current experience in the field.
10. Requires demonstrated ability to supervise the work of others.

### **Physical Capabilities**

1. Physical strength and ability sufficient to perform occasional heavy manual labor for extended periods under dirty and uncomfortable conditions and in all kinds of weather. Heavy labor is defined, for example, as frequently exerting force sufficient to lift approximately 85 pounds and move or maneuver 100 pounds.
2. Ability to maintain continuous physical activity when called out to perform maintenance work, including frequent bending, walking, stooping, digging, manipulating, and heavy lifting.
3. Ability to sustain the physical activity necessary to get in and out of truck and walk around sites to inspect work in progress, possibly throughout the workday.
4. Ability to monitor radio messages while doing other work throughout day.

### **Other Capabilities**

1. Excellent communications skills to supervise employees, coordinate with other sections and departments, answer public inquiries, cooperate with private building contractors, keep upper management informed, and present persuasive proposals in both oral and written form.
2. Strong abstract and logical skills to visualize underground systems and develop means to meet construction and repair needs for water distribution.
3. Ability to use a high level of ingenuity and problem-solving skills.
4. Ability to stay calm and work logically in emergencies and stressful situations.

### **Use of Tools and Equipment**

Ability to use all tools and operate all equipment necessary to perform work of the Maintenance Worker at a high level of proficiency.

**OTHER**

1. As an absolute condition of employment, employees are required upon hire to sign a drug-free workplace agreement and an agreement not to use tobacco products in any form while on the job.

2. The statements contained in this job description reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods, or otherwise to balance the workload.

3. Following an offer of employment, and prior to starting work, individuals may be required to have a pre-employment physical examination by a physician designated by the City of Anacortes. The City will pay for the examination. Satisfactory clearance to perform essential job functions will be required for employment.

**Are you able to perform the essential functions of this job with or without accommodation?**

Yes       No

**If testing is required, will accommodation be necessary?**

Yes       No

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_