

CITY OF ANACORTES
JOB DESCRIPTION

5/30/00

JOB TITLE: Foreman, Water Utility Services

DEPARTMENT: Public Works, Maintenance

REPORTS TO: Superintendent, Public Works, Maintenance Division

PRINCIPAL PURPOSE OF JOB: Participate in long-range planning and responsible for day to day supervision of Water Utility Services, including: purchasing and dispensing of inventory parts; water quality; meter sizing and testing; booster stations and reservoir system; back flow cross-connections; and utility line locates.

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: Approximately half of the work is performed indoors in an office setting or in the parts room. Fieldwork is performed in a variety of settings at reservoirs or booster stations; in and out of truck; or outdoors in all kinds of weather conditions, including lying on ground to reach underground meters. Some work is performed in confined spaces requiring special procedures. Regular work with toxic and hazardous chemicals, such as sodium fluoride, chlorine, and hydrochloric acid, requiring special care and protective gear.

ESSENTIAL JOB FUNCTIONS:

1. Participate in long-range planning and establishing priorities. With Superintendent, develop, recommend, and implement approved operating procedures and practices.
2. Make work assignments and supervise the accomplishment of assigned activities in accordance with plans, schedules, budgets, and policies established with the Superintendent, and so that deadlines are met, laws and regulations are complied with, and all internal and external customers are served.
3. Provide day to day supervision of assigned employees. Recommend appropriate training and coaching, prepare evaluation reports, and recommend disciplinary action to the Superintendent.
4. Work with the Superintendent and other staff to make sure the utility complies with all state, local, and federal laws and regulations related to water quality, facility safety, and public safety. Also, review plans for new construction by the City and private contractors.
5. Keep Superintendent informed and seek direction on matters requiring deviation from established guidelines.
6. Work closely with *maintenance crews*, and as necessary coordinate work activities with other City departments, equipment suppliers, and citizens, *include private* contractors. May be called upon to coordinate with other government agencies in emergency situations.
7. Supervise the back flow cross-connection control program.

8. Supervise regular testing and repairs of commercial meters by outside contractor. On any large meter *installation, examine* drawings and make recommendations as to type and size meter required, and design schematic of meter system for contractor.
9. Supervise parts inventory to ensure a ready supply of materials for water crews, including: making annual projections for budgeting; maintaining familiarity with products and vendors; submitting large orders to vendors to bid; making ongoing purchases as needed; checking in orders and stocking parts room; and doing monthly *inventory check* and providing data to Finance Department to generate reports.
10. For approximately 40 percent of the time, perform all work described for Water Utility Worker related to the operation of reservoirs, booster stations, and telemetry controls; meter sizing and testing; chemical and bacteriological tests; back flow cross-connection control; and water utility locates.
11. *Maintain excellent* public relations by assuring that public inquiries and complaints are answered promptly and in a courteous manner. Where appropriate, refer public inquiries to the Superintendent. May advise other utilities, customers, or Finance Department as necessary about the operations of Water Utilities Service.
12. 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.
13. Use computer software to analyze data and generate spreadsheets and reports. Prepare other required paperwork, such as written reports and budget projections.

QUALIFICATIONS:

Technical

1. Must possess a valid Washington State driver's license.
2. Must be certified as a Cross-Connection Specialist (CCS).
3. Must be able to obtain certification as a Water Distribution Specialist I.
4. Must be trained in confined space procedures.
5. Must have good working knowledge of computers and be able to learn and use software programs to perform work and create graphs and reports for effective use of data.
6. Must have good working knowledge of meter types and applications they are designed to serve.
7. Must be able to design schematics and read blueprints.
8. Must have a thorough knowledge of the field of water utilities and a highly developed ability regarding the mechanical, electrical, electronic, and plumbing aspects of how machines and systems work. This knowledge and ability includes, but is not limited to, meters, telemetry, hydraulics, pumps, cross-connection control, and common parts and supplies used in system maintenance, repair, and replacement.
9. Must be able to supervise, coach, train, and evaluate workers.

10. Must be able to obtain flagger certification.

Physical Capabilities

1. Physical strength and ability sufficient to perform heavy lifting, moving, and carrying. This is defined, for example, as regularly exerting force sufficient to lift up to 80 pounds, maneuver up to 150 pounds onto pallet for forklift, and carry up to 50 pounds up and down a ladder.
2. Ability to climb ladders to inspect reservoirs.
3. Ability to monitor radio messages while doing other work throughout day.
4. Ability to spend significant part of shift driving and getting in and out of a truck.
5. Good sensory perception to monitor machinery visually, audibly, by smell, and by touch (for temperature and vibration) on an ongoing basis, and test water quality by smell and taste.

Other Capabilities

1. Ability to use a high level of ingenuity and problem-solving skills.
2. Excellent communication skills to deal with diverse audiences at very different levels of expertise.
3. Ability to stay calm and work logically in emergencies and stressful situations, such as a reservoir overflow.

Use of Tools and Equipment

In addition to all specialized equipment associated with performing job functions, must also be able to operate a forklift and truck.

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, both on and off 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 must have a re-employment physical examination by a physician designated by the City of Anacortes. The examination will be paid for by the City. 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 _____

9/13/2004