



JOB DESCRIPTION

TITLE: Water Foreman
DEPARTMENT: Public Works / Water Division
GRADE: 15
FLSA: Non-exempt
EEO DESIGNATION: Skilled Craft Workers
REVISION DATE: 08/04/2020

POSITION SUMMARY

The Water Foreman works under the direction of the Water Manager. This is a working supervisor position that performs routine construction, operations and maintenance of the City's water system. This position works with and directs the efforts of a crew in the construction, operations and maintenance of the City's water distribution system. This position also performs other related work as required and directed by the Water Manager.

ESSENTIAL FUNCTIONS:

- Reads water meters throughout the City using the automated meter reading system.
- Responds to customer complaints.
- Prioritizes work on the job sites; monitors work process; ensure work efforts are focused on the assigned job; reviews work zone safety set-ups and ensures work zone safety protocols.
- Responsible for the safe and proper excavation of trenches for the purpose of repairing existing mains and hydrants and the installation of new services for crews being supervised.
- Inspects, installs and repairs water meters of various sizes.
- Turns customer water service on and off.
- Coordinates meter problems with supervisor and Utility Billing.
- Completes work orders and various other records pertaining to work activities.
- Assists in security checks.
- Performs installation, cleaning, maintenance and repair on all components of the City Water System.
- Monitors the system for excavations, leaks, breaks, or other situations which pose a threat to City water mains and services.
- Observe and actively participate in work zone safety procedures and follow safety principles when operating vehicles and equipment.
- Operate, clean, and maintain tools, vehicles and equipment to assure proper working order.
- Ability to use SCADA to operate and troubleshoot water systems.
- Ability to furnish and obtain information from other departments
- Must be able to follow verbal and written instructions and communications from supervisor. Must be able to communicate with tact and skill when dealing with the public.



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- Maintain and Repair Fire Hydrants.
- Maintain and adjust Pressure Reducing Valves (PRV)
- Involved in training, motivating and directing 2-6 employees, assigns & monitors work progress.
- Acts as crew leader in the absence of the Water Manager or as assigned.
- Perform maintenance & repair of Booster Pump Stations.
- May be involved in miscellaneous sampling and testing of city water systems.
- May be needed to participate in Snow Removal.
- Must be available for 24 hour emergency response.
- Must be available to respond as the point of contact when on call assistance is needed from crew members.
- May be scheduled with water on call rotation.
- Manages and marks water infrastructure in response to blue stake request.
- Performs other duties as needed or assigned

MINIMUM QUALIFICATIONS:

Must possess a high school diploma or GED and a valid Utah Driver License. Must possess a Class III or IV water distribution certification; and have four years of progressively responsible experience performing the above or related duties. Must possess an OSHA 10 Hour card. Must have Trench Safety, Flagger, Confined Space and LTAP Backhoe certification. Must possess a Utah Class A CDL within 180 days of hire. Must possess a Level I Backflow certification. Must possess knowledge and proficiency in SCADA and computer software.

KNOWLEDGE, SKILLS AND ABILITIES

1. Knowledge of the policies, procedures, equipment, and materials required for effective water system related operations, maintenance, and repairs.
2. Ability to communicate effectively both verbally and in writing.
3. Knowledge of State of Utah driver's license rules and regulations.
4. General knowledge of safety practices and procedures.
5. Work experience in a number of aspects of water system related maintenance and repairs.
6. Ability to understand and follow oral instructions.
7. Physical ability to perform work required.
8. Ability to assist in the establishment of maintenance programs and work assignments.
9. Maintain effective working relationships with other employees and interact with the general public in a polite and professional manner.
10. Ability to work from infrastructure drawings and other technical drawings.
11. Skilled in interpersonal relations in order to deal effectively with the public and other City employees.



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WORKING CONDITIONS AND PHYSICAL DEMANDS:

Must be able to lift at least 100 pounds and climb onto tall or large equipment. While performing the duties of this job, the employee is required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk, hear, and or smell. Performance of duties may require working in varied weather conditions such as extreme cold or hot conditions. The employee is occasionally exposed to wet or humid conditions, moving mechanical parts, fumes or airborne particles, toxic or caustic chemicals, outside weather conditions, and high levels of noise. In the performance of the duties of this job, there will also be the requirement to work in dusty and greasy conditions. This position requires the employee to be outdoors and to drive vehicles and operate equipment.

The City of Draper is an equal opportunity employer without regard to race, color, religion, national origin, disability, genetic information, sex or age.

The intent of this job description is to provide a representative summary of the major responsibilities and duties performed on the job. It is not intended to be an exhaustive list of all job-related duties and responsibilities that an employee may perform. An employee in this position will be required to perform any other job-related duties required by their supervisor. This job description is not intended to and does not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.