

Foreman-Water

<u>Dept.:</u> Water	<u>Reports To:</u> Superintendent Water department
<u>Classification:</u> Exempt, non-bargaining unit	<u>Shift:</u> Full Time, Mon-Fri, or as needed <u>Wage:</u> \$54,000

Job Summary:

This position is accountable for overseeing the operation of the Water department and supervising the water department maintenance crew in all aspects of repair and preventive maintenance on the Public Water Distribution System including piping, valves, meters, fire hydrants etc. Assist in developing the department budget and operate within its parameters. This position is under the supervision of the Superintendent of the Water Department.

Job Duties & Responsibilities:

- Assigning daily tasks, specifically for the Water dept. (Water main breaks, service breaks, fire hydrant replacements, curb box repair, etc.)
- Maintain a record of all water main breaks, blacktop, yard, and concrete restoration areas.
- General maintenance and weekly recording at water towers in Ridge road and Deer Trail
- Ensure the crew is trained in safety related to their work to include wearing personal protective clothing and equipment, proper use of various hand and power tools and maintaining a safe working job site including traffic control.
- Ensure proper safety procedures are followed when excavating.
- Follow proper procedures to ensure the safety of potable water after repairs to include flushing lines, sampling and testing the water, Nixel notification of boil water alerts to the public effected and notification when the alerts are lifted.
- Maintain an adequate inventory of parts and materials used on the job. Ensure proper maintenance and safe operating of vehicles and equipment such as backhoes, dump trucks, pickup trucks, and valve turner.
- Develop and administer a comprehensive maintenance program for the city's public water infrastructure
- Ensure compliance with all pertinent EPA procedures and complete and maintain documentation as required.
- Manage employees within the guidelines of the collective bargaining agreement.
- Manage overtime work efficiently and effectively.
- Respond to customer complaints in a professional manner.
- Enforce the 0-tolerance drug policy with your employees.

Knowledge, skills, and abilities:

- Knowledgeable of city streets, neighborhoods, boundaries, and routes within the city for departmental purposes
- Knowledge of Niles water system
- Knowledge of piping, fittings, valves, pumps, and repair techniques
- Ability to read and comprehend water circulation maps and drawings

- Knowledge of the OUPS (Ohio Utility Protection Service) and how to call in and update new and existing tickets
- Knowledge of how and where to take water samples from hydrants, taps, etc.
- Knowledge on installation, repair, and programming automatic flushers
- Knowledgeable on use of Rigid Tracer and how to locate service lines, water mains, etc.
- Ability to read and understand line spots and how to find utilities (water specifically) for other companies
- Knowledge of WACHS Valve Maintenance System; how to use to turn and suck out valves and valve boxes, update valves in GPS system, cleaning machine and preventative maintenance and additives, etc.
- Knowledgeable of the different types of backfill and when and where to use it
- Required to have a good understanding on how to operate heavy equipment including backhoe, hoe-ram, and dump truck
- Must be knowledgeable about safety rules when on the road and in traffic
- Computer proficiency, especially MS Office, Excel, etc.
- Dependable
- Ability to make decisions in accordance with the ordinances, regulations, and department policies and procedures
- Maintain confidentiality of all information obtained
- Ability to maintain an effective working relationship with other employees and the general public, especially in difficult and emergency situations.

Requirements and Qualifications:

- High School diploma (GED equivalent) required
- Must have valid CDL- Class B license
- 3-5 Years working on water systems or in the plumbing trade
- Ohio EPA Class 1 Water Distribution license preferred, or must be able to obtain within 1 year
- Supervisory or group leadership experience
- Strong attention to detail

Essential Functions:

- Ability follow written and oral instructions
- Able to communicate via phone, radio, and in person and exchange accurate information in such situations
- Able to sit, stand, lift, bend, walk, etc.
- Ability to handle emergencies in all weather conditions at varying times
- Ability to handle high pressure situations calmly