

TITLE: FOREMAN-Distribution
Grade 26, Non-Exempt

DEPARTMENT: Operations

SUPERVISOR: Field Maintenance Supervisor

Definition

With minimal supervision, the Foreman performs a wide variety of assignments in project and/or construction management; coordination in the installation and maintenance of water infrastructure; performs skilled field testing and repairs of various infrastructure and/or equipment; provides leadership, work direction, and coordination of a field crew and written performance evaluations of crew members; enforces safety rules and regulations among crews; and provides for a safe and orderly work environment.

Essential Functions

Reservoirs Forman

- Plans and provides oversight of capital projects related to reservoir maintenance and construction.
- Ability to install, operate, and repair reservoir management systems.
- Responsible for maintenance on reservoirs, reservoir management systems and hydraulic control valves.
- Oversees crew conducting weekly chlorination on District's reservoirs and appurtenances and maintenance on reservoirs, hydraulic control valves, and machinery used for chlorinating reservoirs.
- Oversees retrofit and replacement of seismic valves at reservoirs.
- Responsible for performance of circulators in reservoirs to maintain good water quality.
- Assists with construction inspection services for distribution and water related projects.
- Collects domestic water samples for laboratory analysis and preparation of regulation required water reports.
- Advises customers of impact of maintenance, repair, installation or service, such as necessity of repairs or disruption of service.
- Performs routine water quality analysis.
- Inspects reservoirs, pump stations, grounds, and all appurtenances.
- Logs daily readings of reservoirs, pumps and flows, and use of computer.
- Responsible for maintenance of automatic valves, pumps, motors, air/vacuum valves, and cla-valve.

Water Resources and Transmission Foreman

- Oversees SCADA system maintenance and management of contractor who maintains SCADA system.
- Manages communication system related to SCADA system, tracks all issues with SCADA, and leads communication with SCADA contractor.
- Coordinates monthly maintenance schedule for SCADA system.
- Coordinated yearly instrument calibration on all related SCADA system components.
- Responsible for monthly meter reads on all import water and monthly billing reports.
- Responsible for large meter calibration that relates to import water.
- Assists with construction inspection services for transmission, distribution, and water resource projects.
- Assists as a conveyance/pipeline representative for the District in proposed water resource projects.
- Conducts yearly cathodic protection testing and repairs, including all reservoirs and pipelines.

Pump Stations Foreman

- Responsible for maintenance of generators, pumps, motors, and air/vacuum valves.
- Logs daily readings of pump stations, pumps, and flows.
- Maintains service logs and other control documents of progress and completion of assigned tasks.
- Assists with the preparation of bid requests, design plans, specifications, contract documents for the construction and development of District water equipment, Pump Stations, structures and facilities.
- Inspects all components of pump stations, generating facilities, portable pumpers, SCADA related equipment and makes recommendations based on findings.
- Oversees pump efficient testing and makes recommendations based on results.
- Assists with construction inspection services for pumping and generating systems, SCADA, and HVAC systems and water related construction projects.

Distribution Foreman

- Responsible for the installation, repair and maintenance of all water service laterals ranging from 1"-2".
- Responsible for the fire hydrant maintenance program, including the repair, maintenance, flushing, and replacement of all fire hydrants.
- Responsible for the valve exercising program including the installation of new valves and replacement inoperable valves as-needed.
- Responsible for the installation, repair and maintenance of all air vacuum breakers.
- Responds to and resolves all water service and main leaks while minimizing the impact on the community.
- Responsible for the installation, repair and maintenance of all water meters, angle meter stops, and meter boxes.
- Assist with maintaining water operations inventory ensuring adequate supply of parts and materials needed for the repair and maintenance of the water distribution system.

- Estimate time, materials, equipment, and resources needed to perform maintenance and repair activities related to the water distribution system.
- Generate preventative and corrective work orders using CMMS-Lucity to document and track the work performed. Train lower-level staff on the proper use of Lucity CMMS.
- Oversee all Dig Alert waterline mark-outs in accordance with Common Ground Alliance best practices and California law. Provide project management and inspection needs for a wide range of water projects.
- Investigate and resolve customer complaints effectively.
- Respond and resolve work order requests from the Customer Service Department.

Other Duties

- Maintains and inspects assigned vehicles and equipment, such as cleaning, routine maintenance, and reporting repairs as needed.
- Maintains service logs and other control documents of progress and completion of assigned tasks.
- Coordinates maintenance activities with other crews and contractors as necessary to avoid interference of service, equipment, and lines.
- Oversees various water related studies, plans, and projects.
- Conducts field inspections to verify the accuracy work, drawings, profiles, as-builts, and maps.
- Assists with the preparation of bid requests, design plans, specifications, contract documents for the construction and development of District water equipment, reservoirs, structures and facilities.
- Assists operations staff with technical support.
- Required to be standby or back-up person on a rotating basis, which would include working an occasional weekend and/or holiday.
- Act as safety lead on rotating basis, conducting field safety training, on-site safety audits, enforcing/distribution of proper PPE's and field equipment.
- Perform as Shift Operator and/or Alternate Chief Operator for the District as needed.
- Serves as a liaison/representative for the District in proposed water related projects.
- Assists office staff with tasks, as requested.

Typical Physical Activities:

- Carry, push, pull, reach, and lift equipment and parts weighing up to 60 lbs.
- Operates a variety of mechanical equipment such as backhoe and skip loader, boom, dump and utility truck and fork lift, as well as hand tools and other related vehicles and equipment, in performance of water distribution and facilities operation construction and maintenance functions.
- Stoop, kneel, crouch, crawl, and climb during field maintenance and repair work.
- Work in an outdoor environment with exposure to dust, dirt, precipitation, and significant temperature changes between cold and heat.
- Walk on uneven terrain.
- Communicate orally and in writing with District management, co-workers, contractors, and the public in face-to-face, one-to-one, and group settings.
- Regularly use a telephone for communication.
- Use office equipment, such as computer terminals, copiers, etc.

- Stand, stoop, bend, and walk for extended time periods.
- Have hearing, vision, and eye-hand coordination sufficient to operate heavy equipment, foot and hand controls, and to maintain good awareness during maintenance and construction jobs.

Employment Standards

Knowledge of:

- Methods, materials, equipment, maps, plans, and tools used in water related projects, distribution system installations, maintenance, construction, and repair work.
- Water hydraulic models, geographic information systems, algebra, geometry, and trigonometry.
- Principles of groundwater operations, recycled water operations, and desalination operations.
- Installation, maintenance, repair, and testing of water meters and valves.
- District policies and procedures related to customer service, customer relations, and employee conduct.
- Principles of work direction, coordination, guidance, and training; Proper work safety standards.

Ability to:

- Operate motor vehicles and power-driven equipment used in water service work.
- Perform a variety of technical analyses and computations.
- Install, maintain, and repair water service systems (meters, valves, fire hydrants, services, pressure regulating valves, pumps and motors).
- Interpret analyze pumping/piping schematics and system hydraulic profile.
- Provide work direction, coordination, and training for other staff.
- Deal tactfully and courteously with the public, consultants, and contractors.
- Understand and follow oral and written directions.
- Establish and maintain cooperative working relationships.
- Follow safe work practices.

Environmental Factors

- 50 to 100 percent of work time is spent outside a building and exposed to the sun.
- Some work done on ladders or other surfaces from 4 to 12 feet above the ground.
- Occasional work time performing hard manual labor in temperatures between 80-90 degrees.
- Occasional work in areas with high humidity.
- Occasional work time getting part or all of the body and/or clothing wet.
- Occasional loud sounds may be encountered.
- Occasional work on slippery surfaces.
- Occasional contact to parts of the body with oil, grease, or fuel.
- Works in or around areas with minor to moderate amounts of dust.

Qualifications

- Graduation from high school or equivalent, and five (5) years of responsible work experience in the installation, maintenance, and repair of water service systems and meters, transmission and distribution operations, as well as field customer relations.
- Possess and maintain a valid California Driver License and a safe driving record.

- Possess a California State Water Resources Control Board Water Distribution Grade D-3 or higher certificate and a Water Treatment Grade T-1 Certificate, with ability to obtain T-2 Certificate within one year.
- Possess Shoring “Competent Person” certificate.
- May be required to be medically certified upon appointment, and annually thereafter, to wear respiratory equipment.

I have reviewed this Job Description with my Supervisor/Manager and understand my job duties.

Employee Signature

Date

Department Manager Signature

Date