

CITY OF COVINA

WATER FOREMAN

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

DEFINITION:

Under general direction, prioritizes, schedules, and directs small crews in the maintenance and construction activities of a water utility system; assists in the completion of water utility repair projects, oversees meter reading functions; performs other related duties as required.

DISTINGUISHING CHARACTERISTICS:

The **Water Foreman** is the supervisory level class responsible for the scheduling, coordination, and oversight of water system repair and construction projects and provides operational support and project management to the Water Division of the Public Works Department.

SUPERVISION RECEIVED/EXERCISED:

Receives direction from the Water Services Supervisor. Exercises technical and functional supervision over lower-level public works water field staff.

ESSENTIAL FUNCTIONS: *(include but are not limited to the following)*

- Schedules and determines work assignments for Water Division crews and technical staff; organizes work for crew leaders in installing and repairing water distribution systems, meters and other water utility appurtenances.
- Prioritizes work orders and assignments for the Division; follows up on work assignments to assure their satisfactory completion; inspects the installations and service connections and repairs; directs the lowering and raising of mains and hydrants as needed.
- Assigns construction equipment to crews and inspects the condition and use of such equipment; reviews work under construction or maintenance; orders and ensures proper materials, parts and equipment for construction, repair and maintenance of water utility system; provides cost estimates and information for budget purposes.
- Determines the locations of gas, telephone, power, television, and water and sewer lines from the appropriate sources before excavation; marks work sites appropriately; determines estimates of manpower and supplies needed for completion of job; meets with contractors on and off sites to monitor job progress.
- Prepares reports including job estimates; figures materials and requisitions materials and equipment for various projects; cooperates and works closely with contractors concerning temporary water mains and meters for subdivisions; reviews and evaluates the work of subordinates.
- Reads and evaluates blueprints from contractors working with the City.

- Oversees and provides the training of assigned personnel in the areas of work; ensures adherence to safe work methods, procedures and practices, including OSHA regulations; conducts and participates in safety meetings; identifies training opportunities and needs; makes recommendations to higher level staff; provides input in the evaluation of assigned personnel.
- Supervises a program of meter exchange and of meter maintenance and repair; supervises water reading activities and the handling of consumer complaints and problems; directs the emergency replacement of meters; oversees and processes requisitions tools and materials.
- Establishes positive working relationships with representatives of community organizations, state/local agencies, City management and staff, and the public.

PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:

Position requires sitting, standing, walking on level and slippery surfaces, reaching, twisting, turning, kneeling, bending, stooping, squatting, crouching, grasping, and making repetitive hand movement in the performance of daily duties. The position also requires both near and far vision when inspecting work, reading documents, written reports and work related documents, and operating assigned office and/or field equipment. Acute hearing is required when providing phone and personal service. The position also requires grasping, repetitive hand movement and fine coordination in preparing reports using a computer keyboard. Additionally, need to lift, drag and push files, paper and documents, and tools, equipment and supplies weighing up to 50 pounds is required. The position may require outdoors field work in all weather conditions, including wet, hot and cold. The position may use chemicals and lubricants which may expose the employee to fumes, dust and air contaminants, and be exposed to mechanical and biological hazards. The nature of the work may also require the incumbent to climb ladders, work at heights over 10 feet, work in confined spaces, use power and noise producing tools and equipment, drive motorized vehicles and heavy equipment, and work in heavy vehicle traffic conditions. The incumbent may be required to respond to after-hours emergency call-outs.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

QUALIFICATIONS: *(The following are minimal qualifications necessary for entry into the classification.)*

Education and/or Experience:

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for a **Water Foreman**. A typical way of obtaining the required qualifications is to possess a high school diploma, or its equivalent, and three years of maintenance and construction work involving water mains, pipe, culvert, or similar fieldwork.

License/Certificate:

Possession of, or the ability to obtain, a valid class A or C California driver's license. Must possess a State of California Grade III Water Distribution Certificate.

KNOWLEDGE/ABILITIES/SKILLS: *(The following are a representative sample of the KAS's necessary to perform essential duties of the position.)*

Knowledge of:

Water utility systems, services, hydrants, meters and valves; materials, fittings and methods of construction and maintenance of water services; pipe laying and fitting; supervisory techniques; methods and techniques of scheduling work assignments; vendor contracts; common tools, power equipment and materials used in water systems maintenance; methods, equipment, materials, and tools used in installing, repairing and maintaining water mains, valves, hydrants and other appurtenances; safe work methods and safety regulations pertaining to the work; proper placement of cones, barricades and warning devices at job sites.

Ability to:

Coordinate, schedule, work with, and occasionally lead a small crew; use pipe and pneumatic tools and equipment; read blueprints and sketches and prepare directions and sketches to enable crews to locate lines and extensions; follow written and oral directions and keep records; perform and provide cost estimates; plan, organize, train, evaluate and direct work of assigned staff; explain and apply applicable laws, codes and regulations; read, interpret and record data accurately; organize, prioritize and follow-up on work assignments; work independently and as part of a team; make sound decisions within established guidelines.

Skill to:

Operate an office computer and a variety of word processing and software applications and use pipe and pneumatic tools and equipment; operate light trucks and construction equipment as required.