

Sacramento Suburban Water District Classification Specification

Job Class:	Distribution Foreman
FLSA Status:	Non Exempt
Supervisor:	Superintendent (Distribution or Field Services)
Effective Date:	March 2011

Definition/Distinguishing Characteristics

Under general supervision, this is the advanced journey/lead level position in the Distribution and Field Services Departments that plans, organizes and supervises the work of District personnel assigned to the operations, construction and maintenance functions of the District; performs skilled field testing and repairs on meters; performs field customer service assignments; and provides work direction and coordination for a field crew.

Examples of Duties

The following duties are typical for this classification. Depending upon the assignment, the employee may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices. Management retains the right to add, remove, or change duties at any time.

- Plans, organizes and supervises the work of staff assigned to field customer service; water main/service installation, maintenance and repair.
- Coordinates personnel to insure the timely and efficient completion of all jobs.
- Coordinates work with outside contractors.
- Provides input for the planning of new facilities.
- Provides input for the establishment and maintenance of adequate inventory of repair parts, supplies and chemicals.
- Inspects and coordinates the work of water main/service installation, maintenance and repair crews.
- Maintains a variety of logs, files and records.
- Provides supervisory training and work evaluations for assigned staff.
- Works with staff in coordinating meter readings, disconnects, new water main/service installations and reconnects, and in responding to and resolving billing, water pressure and water quality complaints.
- Inspects the installation and repair of new water delivery system, identifies problems and schedules corrective repair and final inspection.
- Supervises and directs emergency repair work and shut-downs.
- Assists with development and administration of budgets.
- Inspects time reports for proper allocation of time.
- Assists and instructs staff to insure compliance with all District safety standards.
- Represents District water service functions with the public, contractors, and representatives of other government agencies.
- Maintains regular attendance and adheres to prescribed work schedule to conduct job responsibilities.

Mental and Physical Requirements

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

- Travels frequently by automobile in conducting District business.
- Communicates orally with District management, coworkers, and the public in face-to-face, one-to-one, and group settings.
- Regularly uses a telephone for communication.
- Regularly uses office equipment such as computers, copiers, and fax machines.
- Ability to carry, reach and lift supplies and equipment weighing up to 70 pounds.
- Ability to push, pull and maneuver supplies and equipment of varying weights and configurations.
- Ability to stoop, kneel, crouch, crawl and climb during field repair work.
- Stands and walks for extended time periods and on uneven terrain.
- Works out-of-doors as needed in all weather conditions with exposure to dust, dirt, water and significant temperature changes between cold and heat.
- Hearing and vision within normal ranges with or without correction.
- Occasionally required to change working hours or work overtime.
- Must wear CalOSHA approved protective footwear with a minimum ANSI I/75 rating.

Qualifications

Knowledge of:

- Operating principles, methods, materials and equipment used in water system installation, maintenance, construction and repair work.
- District policies, procedures and standards.
- Mathematical principles related to water measurement and distribution systems.
- Laws, regulations and ordinances applicable to water treatment and distribution operations.
- Principles of work safety.
- Principles of employee training and supervision.

Ability To:

- Plan, organize, direct and supervise the installation, maintenance and repair of water distribution systems and water quality equipment.
- Oversee field customer service and distribution repair activities.
- Provide supervision, training and work evaluations for assigned staff.
- Read and interpret plans, diagrams, blueprints, and plant piping and distribution diagrams.
- Develop information and prepare reports.
- Effectively represent District water service function operations with the public, contractors and other organizations.
- Establish and maintain cooperative working relationships.
- Pass pre-employment physical, drug and alcohol examination, and background check.
- Obtain District-issued Forklift Certification within 1 year of employment, schedule permitting, but no later than within 2 years of employment.

Education, Experience, Licenses and Certifications: Required:

- High school diploma or equivalent.
- Valid California Driver's License issued by the California Department of Motor Vehicles.
- Proof of good driving record as evidenced by freedom from multiple or serious traffic violations or accidents for at least two (2) years duration. The driving record will not contribute to an increase in the District's automobile rates. Individuals who do not meet this requirement due to a physical disability will be considered for accommodation on a case-by-case basis.
- State of California Water Distribution Operator Certificate Grade D2, or Grade D1 with the ability to obtain Grade D2 within one (1) year of employment.
- State of California Water Treatment Operator Certificate Grade T1.

Foremen must complete the designated number of contact hours (i.e., continuing education/training requirements) to maintain the required certifications as a condition of continued employment.

Desirable:

Any combination of education and experience which would likely provide the desired knowledge and abilities is acceptable. A typical way to obtain the knowledge and abilities would be:

- Four (4) years of increasingly responsible experience in water treatment/distribution facility maintenance and operations work. At least one (1) year of the experience should have been in lead or supervisory capacity.
- State of California Water Distribution Operator Certificate Grade D3.
- State of California Water Treatment Operator Certificate Grade T2.
- Backflow Prevention Assembly Tester Certificate.