

## **Sacramento Suburban Water District Classification Specification**

**Job Class:** Production Foreman

**FLSA Status:** Non Exempt

**Supervisor:** Superintendent Production

**Effective Date:** May 2011

### **Definition/Distinguishing Characteristics**

Under general supervision, this is the advanced journey/lead level position in the Production Department that plans, organizes and supervises the work of District personnel assigned to water quality or water treatment and production facilities; performs water quality testing and repair 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 perform water treatment and production facility operations and maintenance; or water quality testing, service and repair.
- Oversees the operation and maintenance of treatment facilities for the removal of iron and manganese from groundwater sources.
- Properly regulates chemical feed rates and dosages to maintain appropriate residuals as required by California Code of Regulations, Title 22.
- Assists with monitoring Supervisory Control and Data Acquisition (SCADA) system and makes changes as necessary to ensure District demands are adequately met.
- Performs site inspections for potential cross-connections that might threaten water supply.
- Tests backflow devices.
- Performs and/or oversees the proper conduct of standardized water quality control tests pertaining to California Code of Regulations, Title 22; may collect water quality samples for laboratory testing.
- Performs full range of water production operation, maintenance and repair tasks.
- Coordinates personnel to insure the timely and efficient completion of all jobs.
- Coordinates work with outside contractors and laboratory services.
- Provides input for the planning of new facilities.
- Provides input for the establishment and maintenance of adequate inventory of repair parts, supplies and chemicals.
- Maintains a variety of logs, files and records.

- Provides supervisory training and work evaluations for assigned staff.
- Works with staff in responding to and resolving water pressure and water quality complaints.
- Inspects the installation and repair of new water delivery systems, identifies problems and schedules corrective repair and final inspection.
- Coordinates water production facility operations with other District departments and functions; inspects plants and facilities and ensures proper operating conditions.
- Supervises and directs emergency operation and repair work.
- 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 quality and production functions with the public, contractors, and representatives of other government.
- 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; must have good color vision.
- 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 treatment and production facilities.
- Procedures, methods, tools, and equipment used in the operation of motors, pumps, compressors, electrical panels, automatic controls, valves, timers and related equipment in water treatment and production facilities.

- All aspects of water quality, including sampling and monitoring, types of contaminants and potential adverse health impacts, aesthetic qualities (taste, odor, etc) and applicable local, state and federal regulations.
- District policies, procedures and standards.
- Mathematical principles related to water measurement and distribution systems.
- Laws, regulations and ordinances applicable to water treatment and production facilities.
- Principles of work safety.
- Principles of employee training and supervision.

***Ability To:***

- Plan, organize, direct and supervise the operation, maintenance and repair of water treatment and production facilities.
- Oversee water treatment and production activities; oversee and interpret standard water quality tests.
- Provide supervision, training and work evaluations for assigned staff.
- Read and interpret plans, measurements and recordings; interpret recordings to make adjustments to operations.
- Develop information and prepare reports.
- Effectively represent District water quality and production functions 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 T2, or Grade T1 with the ability to obtain Grade T2 within one (1) year of employment.

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:

- Five (5) years of increasingly responsible experience in water treatment/distribution facility maintenance and operations work. At least two (2) years 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 T3.
- Backflow Prevention Assembly Tester Certificate.
- Cross-Connection Control Specialist Certificate.