



WATER DISTRIBUTION FOREMAN

FUNCTION:

Under the general supervision of the Water Superintendent; plans, supervises, and organizes the operation and maintenance of the water distribution system in accordance with standard operating and safety procedures. Completes weekly work assignments as instructed by the Superintendent and supervises the training and performance of employees.

SUPERVISES:

All full or part-time distribution maintenance staff.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

- Plans, coordinates and performs activities designed to provide the safe, efficient and effective operation and maintenance of the water distribution system. Ensures that all aspects of the water distribution system are operating safely, effectively and efficiently.
- Schedules, assigns, directs, monitors, and evaluates the work of operations staff; addresses and corrects improper personnel performance; assesses training needs; participates in the employee selection process and effectively recommends hiring; trains employees on equipment operation and proper procedures.
- Administers employee rules and regulations and assures adherence to Osceola Water Works policies and safety protocols.
- Assigns employees to various projects; makes employee assignment changes as required to ensure workforce efficiency; supervises and reviews the work and keeps records of all work performed.
- Trains Water Works employees on the proper work procedures and in the use and care of equipment and facilities.
- Ensures safety measures are maintained and safety training is conducted.
- Completes annual employee evaluations for each employee and presents recommendations to the Superintendent for annual pay adjustments.
- Maintains an equipment inventory, completes and maintains equipment maintenance records and ensures completion of all proper equipment maintenance per manufactures recommendations.

- Prepares a variety of reports as required, maintains departmental records, and assists in the preparation of the departmental budget in the water distribution section. Makes recommendations to the Superintendent for equipment needs, service needs, supplies and personnel issues and makes recommendations for disciplinary action.
- Ensures all distribution buildings, water storage tanks and exterior grounds are maintained and kept clean and organized.
- Responsible for supervising the installation and maintenance of water mains, hydrants, valves and related accessory parts. Inspects service line repairs and replacements. Has a thorough knowledge of pipe installation, connection and repair; must have the ability to operate heavy equipment in a safe and efficient manner.
- Supervises the installation, maintenance and reading of water meters. Responsible for the purchasing and inventory of all water meters.
- Insures the proper collection of samples from the distribution system for laboratory analysis.
- Responds to contractors' inquiries regarding projects and repairs.
- Meets with customers regarding customer water line leaks and responds to customer inquiries regarding high consumption.
- Assists in excavating work site as required; facilitating installation, maintenance or repair of water and restoring site to original condition when work is complete.
- Responsible for annual hydrant flushing and maintenance program.
- Maintains inventory of repair parts and fittings and orders parts as needed.
- Inspects Water Works infrastructure on a regular basis to determine maintenance needs and follows up on complaints.
- Provides positive public relations by receiving, documenting and resolving citizen complaints regarding Water Works system maintenance.
- Assists in coordinating and monitoring the work of private contractors retained to perform work for the Water Works.
- Directs work, counsels, disciplines, and completes employee performance evaluations and any required administrative work.
- Assists with completing maintenance work at the water treatment plant as needed.
- Will be required to carry an on-call telephone daily including weekends and holidays.
- Performs other duties as assigned by the Superintendent.

REQUIREMENTS AND SKILLS:

Must be able to think critically. Must be able to learn and expand their knowledge of water treatment and distribution. Must be able to work with others in a team environment and have the ability to communicate orally and in writing. Must be result oriented with appropriate attention to detail. Must possess basic computer and budgeting skills. Knowledge of Microsoft Word and Excel is required. Knowledge of safety procedures in both treatment and distribution. Must be willing to be on-call and respond to emergencies. Must have ability to guide, direct and motivate employees. Must have the ability to operate and maintain various equipment used in water maintenance. Ability to establish and maintain effective working relationships with employees and the public.

QUALIFICATIONS:

- High School Diploma or GED required.
- Has a minimum of (5) years of work-related experience in installing water main pipe, water line repair, fire hydrant installation and equipment operation.
- Has a thorough knowledge of equipment, facilities, materials, methods and procedures used in public water supply and distribution systems.
- Possess a Grade I water distribution certification, or the ability to obtain same in 12 months.
- Possess a Grade II water distribution certification, or the ability to obtain same in 36 months.
- Possess a Valid Iowa driver's license.
- Possess a Class B CDL with airbrake endorsement within 12 months.
- Operates light construction equipment such as backhoe, dump truck, vac truck, pickup truck, skid loader, plate compactor, saws, jack hammer, pumps, compressors, generators, trencher, common hand and power tools, shovels and wrenches or boring machine.
- Knowledge of trench safety, and workplace safety practices and procedures.
- Ability to establish and maintain effective working relationships with his team and management, Federal, State and local governmental representatives, contractors, consultants and vendors.
- Must exhibit attention to detail, accuracy, and safety.
- Must be able to communicate and present oneself in a professional manner.
- Applicant with experience in Construction Management or related field is preferred.

WORKING CONDITIONS:

- Frequently required to perform duties during off-hour emergencies and weekends
- Work in field environment
- Climb and/or walk over uneven terrain
- Perform outside work in all kinds of weather conditions
- Operate equipment having varying degrees of noise and vibration

PHYSICAL REQUIREMENTS:

- Must be sighted
- Must be able to hear normal conversation

- Must be able to turn both hands, and wrists above the head
- Must be able to kneel, squat, climb, and walk, lie on a creeper and work overhead
- May be required to stoop, walk and lift 75 pounds
- Must be able to step up 12 to 18 inches into employer's equipment
- Must be able to move up and down ladders and stairs
- Must be able to lift, move and use a jackhammer
- Must be insurable

The above duties and responsibilities are essential job functions subject to reasonable accommodation. All job requirements listed indicate the minimum level of knowledge, skills, and/or ability deemed necessary to perform the job duties, responsibilities, or requirements. Job descriptions in no way state or imply that the description includes every duty to be performed by the employee in the position. The Osceola Water Board reserves the right to change, modify or combine duties and positions when it is deemed to be in the best interests of the department.