

City of Monett
POSITION DESCRIPTION

Monjob17

Job Title: Water Foreman

Department: Water Department

Salary Range: Payroll – Level 12

Immediate Supervisor: General Manager of Utilities

ESSENTIAL FUNCTIONS

- I. Line Maintenance Activities 40% of Time
 - A. Identifies--or receives notification--of damaged line, conducts a physical inspection of the site, identifies of the problem. Determines City liability.
 - B. Assesses the need to shut off water supply. Minimizes effects of damage, assuring for public safety and negligible water loss.
 - C. Secures the area, assuring for safety. Shuts off water as needed. Notifies appropriate parties of the incident, assuring for compliance with laws and regulations.
 - D. Determines the plan of corrective action, assuring for thoroughness. Prioritizes between multiple projects.
 - E. Assembles crew members, supplies, and equipment and supervises and/or completes the necessary repair work, assuring for safety, timeliness, and accuracy.
 - F. Completes the necessary notifications to place the area back in operation.
 - G. Communicates with supervisor and/or completes a log entry documenting the incident and subsequent response.
 - H. Installs new fire hydrants and maintains existing hydrants, ensuring that they are operational at all times.
 - I. Communicates and coordinates with the public regarding responsibility/liability, complaints, questions, and clarification of city policies, assuring for professionalism.
 - J. Respond to requests by immediate supervisor in an accurate, complete and timely manner.
 - K. Maintains an on-call status on an assigned schedule and complies with the schedule, assuring for professionalism.

II. Supervisory Activities 30% of Time

- A. Oversees and supervises assigned staff. Provides orientation, encouragement, coaching, and training for subordinate staff. Acts as role model.
- B. Recommends termination or corrective action as needed, assuring for professionalism.
- C. Makes and maintains daily log entries regarding time and date of incidents, assuring for accuracy and timeliness
- D. Completes reports on job related injuries and distributes the reports, assuring for accuracy and timeliness.
- E. Keeps alert to safety issues and ensures that safety considerations are a priority at all times.
- F. Provides safety and operational training for all staff, assuring for thoroughness and professionalism.
- G. Communicates to and with supervisor regarding departmentally significant matters.

III. New Line Activities 20% of Time

- A. Receives notification regarding a new project. Assembles all needed blue prints, supplies, and equipment.
- B. Receives plans for the construction project. Completes the required notifications, assuring for compliance and applicable laws and regulations. Facilitates communication.
- C. Completes the construction project, assuring for plan compliance, accuracy, safety, and timeliness.
- D. Conducts required follow up, assuring for project completeness and the best possible public relations for the City.
- E. Coordinates and communicates with local contractors, assuring for compliance with job specifications, standards of quality, and proper dispute resolution.
- F. Works closely with the Design Engineers to ensure the optimal design for location and new construction projects, assuring for quality, utility, code compliance, and budget optimization.
- G. Communicates with all stakeholders to ensure the best possible public relations and project outcomes.
- H. Completes required inspections and reports and distributes as appropriate.

IV. Equipment and Supplies Activities..... 10% of Time

- A. Maintains an awareness of all supplies and equipment required to operate on a daily basis.
- B. Monitors inventory of the supplies and equipment required for daily operation.
- C. Notifies the appropriate person when supplies or equipment need restocking/replacing.
- D. Develops a program of preventative and operational maintenance for all equipment. Maintains records.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying the position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor, subject to reasonable accommodations.

Work Environment

- ◆ Above average accessibility of all worksites required for the position.
- ◆ Extreme exposure to weather and temperature extremes.
- ◆ Average exposure to chemicals and fumes.
- ◆ Average exposure to heights.
- ◆ Above average exposure to work safety hazards.
- ◆ Average amount of overtime/extended work hours required.
- ◆ Above average exposure to dust.
- ◆ Above average exposure to loud noises.
- ◆ Above average exposure to darkness.
- ◆ Above average exposure to cramped spaces.

Physical Effort

- ◆ Normal physical mobility: movement from place to place on the job, considering distance and speed.
- ◆ Normal physical agility: ability to maneuver body while in place.

- ◆ Normal physical strength to handle routine office materials and tools.
- ◆ Above normal physical strength to handle 100 lb. objects, considering frequency.
- ◆ Normal dexterity of hands and fingers.
- ◆ Normal physical balance: ability to maintain balance and physical control.
- ◆ Normal coordination including eye/hand, hand/foot, etc.
- ◆ Above-normal endurance.

Knowledge Requirements

- ◆ Completed high school or equivalent.
- ◆ Valid Missouri Drivers License and CDL.
- ◆ Valid Missouri "D" Water License
- ◆ Valid Missouri "DS-3" Water Distribution License
- ◆ Missouri Back-Flow Certification
- ◆ Familiarity with blueprints.
- ◆ One or more years supervisory experience.

Mental Effort

- ◆ Normal concentration.
- ◆ Normal memory.
- ◆ Normal time pressure of decision-making.
- ◆ Normal analytical thinking.
- ◆ Normal conceptual thinking.

Communication

- ◆ Average verbal communication.
- ◆ Average written communication.

Sensory Abilities

- ◆ Normal ability to see.
- ◆ Normal ability to distinguish colors.
- ◆ Normal ability to hear.
- ◆ Normal ability to smell.
- ◆ Normal sense of touch.