

CITY OF FERNLEY
WATER DISTRIBUTION FOREMAN

Range 130

Created: 07.01.2010

Updated on:

FLSA Status: Non-Exempt

DESCRIPTION:

This series encompasses the following titles:

Water Distribution Systems Foreman

Wastewater Systems Foreman

Reports to the Deputy Public Works Director.

DEFINITION:

Under direction, and depending upon assigned area, supervises and participates in the operation, maintenance, repair and construction of the City's water productions, storage and distribution systems; wastewater collection systems and wastewater treatment plant.

DISTINGUISHING CHARACTERISTICS

This is a working supervisor class distinguished from the other positions in the Utility/Public Works series by its responsibility for the quality and quantity of results and accomplishments of the assigned staff.

~~Incumbents in this class depending upon their assigned area are expected to possess and maintain appropriate Treatment and Distribution Certifications and be prepared to perform as persons in responsible charge under those credentials.~~

~~**EXAMPLES OF DUTIES/ESSENTIAL FUNCTIONS:** -The duties listed below are examples of the work typically performed by employees in this class. An employee may not be assigned all duties listed and may be assigned duties which are not listed below. *Marginal duties (shown in italics) are those which are least likely to be essential functions for any single position in this class. (Performance of these functions is the reason the job exists. Employee may not be assigned all duties and assigned job tasks/duties are not limited to the essential functions.)*~~

1. Manages the on-site operations, technical direction, and supervision of the water distribution system, the sewage collection system, wastewater treatment plant as assigned.
2. Provides direction, advice, and support to staff; determines the need for repair and maintenance of existing public works facilities and equipment; researches and updates equipment and facilities that utilize modern technology, including computer programs to improve operations; recommends purchase of new equipment or construction of new facilities ~~is-as~~ indicated; consults with engineers and other resources, as required.
3. Ensures the timely completion of scheduled projects according to applicable codes and specifications; determines and implements modifications in specifications where appropriate; researches and develops specifications for material and equipment used in public works operations.
4. Supervises, develops, and assists with staff evaluations; implements training programs to enhance the capabilities of staff and improve the delivery of services; instructs and trains staff; hears, responds to and resolves employee problems, concerns and complaints. Reviews

procedures, quality, and quantity of work performed by staff members; recommends disciplinary action when necessary.

5. Schedules maintenance and repair activities; organizes and prioritizes work; assesses and determines staffing needs; coordinates activities of staff and the availability of equipment and materials; arranges for training in use of equipment and in performance of specialized tasks.
6. Monitors and inspects assigned facilities to identify needed repairs and performs quality control reviews of completed projects to ensure compliance with standards; determines maintenance schedules and work methods; prepares recommendations based upon the results of inspections; investigates and resolves complaints and concerns regarding department services and facilities.
7. Estimates costs of repairs and small construction projects; facilitates the procurement of necessary materials and equipment; monitors expenditures on assigned projects to assure compliance with budgets; accounts for variances between projected and actual expenditures; provides project management services.
8. Oversees the operation of assigned facilities; follows-up on scheduled maintenance activities; reviews daily activity records.
9. Maintains records and reports of system maintenance and repair activities, equipment usage; keeps records of time worked, equipment and supplies used, and conditions observed; controls the distribution and usage of tools and equipment.
10. Inspects facilities and observes field operations to assess conditions, needed work, and staff work performance; responds to emergencies and handles peak workloads by prioritizing projects and assigning staff.
11. Checks operation of gauges and recorders and performs routine maintenance on system instrumentation; maintains water storage facilities; maintains auxiliary generators; replaces filters and mechanical seals; maintains daily records.
12. Monitors water quality at treatment plants and in collection and distribution lines; collects samples of water at various points within the systems for lab analysis; performs routine tests on samples; checks flow data records and changes charts; records test results, gauge readings, and observed conditions; evaluates data to ensure proper operation of the treatment plants.
13. Review O&M manuals and make appropriate changes as required; prepare and regularly review Standard and Emergency Operating Procedures (SOP's and EOP's); prepare and review the facility Emergency Response Plan; posts and controls the facility staff "required reading" boards.
14. Communicates with USEPA and NDEP as required.
15. Assists Utilities Manager with development of annual operating budget, review operating expenditures and coordinate payments.
- ~~16.~~ Performs related duties and responsibilities as required.

16.

QUALIFICATIONS FOR EMPLOYMENT

Knowledge and Abilities:

Knowledge of

- supervisory and delegation techniques;
- techniques to motivate employees;
- principles, practices, methods, and materials used in maintenance and operation of water, sewer, streets, and storm drains;
- equipment and tool safety and operating procedures for treatment plant operations;
- regulations governing the operation of municipal water treatment facilities and the related collection, distribution, and storage facilities;
- laboratory procedures for basic, routine test water systems plus related sample gathering and handling techniques; and
- occupational hazards and safety practices related to water system operation, repair, and maintenance.

Ability to

- supervise, direct, lead, motivate, and evaluate employees;
- perform a variety of semi-skilled and skilled manual maintenance and construction tasks on treatment equipment and facilities;
- maintain accurate and legible records of activities and conditions observed;
- understand and follow written and verbal instructions;
- read and follow diagrams;
- perform basic arithmetic calculations;
- safely operate a variety of equipment and tools;
- work harmoniously and tactfully with other City employees, contractors, and the public including individuals having complaints regarding City services;
- locate and repair problems with equipment, machinery, and water systems while working independently in the field;
- operate construction equipment such as backhoes, loaders, and small cranes to excavate lines and make repairs to lines, pumps, and other facilities;
- share information, as appropriate, consistent with City policy;
- apply work methods consistent with regulations, department, and city policies and procedures;
- train new staff in work methods and equipment operation;
- select alternatives and project the consequences of proposed actions; and,
- operate a personal computer.

Special Requirements:

Must possess a valid Nevada driver's license and possess or obtain a valid commercial driver's license within three months of employment.

~~Must complete OSHA 30 certification within 90 days of employment. Depending upon their assigned area, possess and maintain appropriate certifications in at least the same classification as the~~

~~classification assigned by the State of Nevada and be prepared to perform as “person in responsible charge” under those credentials as follows:~~

~~Water Distribution Systems Foreman~~

~~The Water Distribution Systems Foreman must possess and maintain a Nevada Certified Water Distribution Grade 3 certification and/or be actively progressing towards Grade 4 certification within one (1) year.~~

~~Wastewater Systems Foreman~~

~~The Wastewater Systems Foreman must possess and maintain a Nevada Certified Wastewater Treatment Plant Operator Grade 2 certification and a Nevada Certified Collections Systems Operator Grade 1 certification and/or or be actively progressing towards certifications within one (1) year.~~

Experience and Training: *Any combination of training, education and experience that would provide the required knowledge and abilities. A typical way to gain the required knowledge and ability is:*

High school diploma or equivalent;

~~and plus~~ five (5) years of experience in the operation and maintenance of water distribution, water treatment ~~and/or wastewater systems~~; at least one year of experience must include maintenance and operations program administrative and supervisory experience.

PHYSICAL DEMANDS *(The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. In compliance with applicable disabilities laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Incumbents and individuals who have been offered employment are encouraged to discuss potential accommodations with the employer.)*

Strength, stamina, and dexterity to sit in vehicles operating on rough roads and rough surfaces for sort periods of time each day; walk on uneven or slippery surfaces; perform heavy manual tasks using hand tools such as shovels and picks; perform repetitive motions including use of controls with hands and feet; climb up and down ladders to enter confined spaces and other areas; coordination and dexterity to adjust and make minor repairs to equipment; strength to lift and carry containers and equipment weighing up to 90 pounds; visual acuity sufficient to operate equipment and read gauges in a variety of lighting conditions, including bright light, low light, and low visibility conditions; depth perception sufficient to maneuver equipment and determine position of equipment components; ability to hear changes in operation of motors and other equipment; physically demanding work for continuous and lengthy periods of time.

WORKING CONDITIONS

Work in outdoor and indoor environments with intermittent to frequent exposure each day to unpleasant elements such as vibrations, noise, dust, fumes and odors, dampness, raw sewage, noise levels, or extreme weather conditions including heat, rain, snow, cold and wind, and dust. Potential exposure to dangerous chemicals. Occasional work in confined areas. Work is typically performed independently and may be in isolated geographic areas.

~~FLSA Status: Non-Exempt~~

:

The job description does not constitute an employment agreement between the City and employee. It is subject to change at any time by the City at its sole discretion.

I have received, reviewed and understand this job description and its requirements.

Signed: _____ Date: _____

Printed: _____

Signed _____ Printed _____

Date