



JOB DESCRIPTION

Title: Water Working Foreman

Department: Water

Reports to: Water Superintendent

Pay Grade: 67

Date Adopted: August 19, 2024

Revision Date: January 15, 2025

Last Revision Date: N/A

Type: Full Time

Part Time

FLSA: Exempt Salary

Non Exempt Hourly

Union: Yes

No

Job Summary:

Supervise and participate in the operation and maintenance of the water distribution system. Respond to citizens and other public entities inquires, complaints, and requests. Serve as the Water Superintendent in his/her absence. Perform the collection, analysis, and documentation of municipal water samples as required by Federal and State law. Responsible for collecting samples, reporting, and maintaining records of results. Maintain and revise water system maps. Maintain, troubleshoot, and repair equipment associated with municipal wells and reservoir buildings. Responsible for calibration, troubleshooting, repair, and testing the City's Supervisory Control and Data Acquisition (SCADA) electric control system

Essential Functions:

1. Perform the essential functions described in the Utility Maintenance Worker and Senior Utility Maintenance Worker job descriptions.
2. Collect water samples as required by Federal and State regulations. Tabulate sample results and report sample results to appropriate personnel. Maintain records of sampling as required by Federal and State regulations.
3. Maintain, repair, troubleshoot, and test municipal water wells and reservoir building equipment including: pumps, electronic controls, motors, motor starters, lighting, heating, and general maintenance of the building interior. Ensure all water wells are running in good order.
4. Install, calibrate, maintain, test, troubleshoot and repair the Supervisory Control and Data Acquisition (SCADA) electric control system including: master computer, maximum transmission units (MTUs), remote terminal units (RTUs), flow meters, level sensors,

pressure transducers, pressure switches, conduit/wiring to each, and maintain appropriate inventory of repair parts.

5. Maintain and revise water system maps utilizing Auto CAD drafting program including measuring the location of pipes, valves, and fire hydrants. Keep the water system modeling program updated.
6. Maintain and implement the municipal Cross-Connection Control Survey, the Public Education Program, and the Consumer Confidence Report.
7. Perform maintenance and repairs on water wells, pumps, controls, water lines, chlorine tanks, elevated tanks, reservoirs, and related appurtenances in the system.
8. Monitor and control pump stations, water towers, and valves, using computerized supervisory control and data acquisition (SCADA) operating system.
9. Maintain and repair pumping equipment, distribution of water, metering, charting, and test analysis. Perform housekeeping duties in pump station and maintain a clean atmosphere in the Control Room.
10. Make daily rounds to observe water operations. Prepare daily reports, call-out logs, and records.
11. Conducts computer searches to determine water usage and trends so that proper operating adjustments can be made to the pumping system.
12. Assist in responding to inquiries and complaints regarding maintenance, and repair work assigned. Use tact and professionalism in responding to inquiries, complaints, or customer service requests.
13. Process all work orders relating to water distribution lines and related services. Maintain records, as necessary, for new and replaced water services.
14. Maintain and implement the annual backflow inspection program.
15. Maintain shop, yard, buildings, vehicles, and equipment; cleanliness, organization, and inventory.
16. Operate light and medium construction and maintenance equipment.
17. Operate well and related pumps and dispatch service. Run tests on water. Clean and lubricate equipment.
18. Maintain water meter records. Keep an up to date inventory of all meters and retired meters. Make any necessary repairs to water meters as needed.

19. Supervise Water Department employees in the performance of all work involving maintenance, main repairs, water main taps, repair and installation of valves and hydrants. Provide assessment and input into performance reviews, promotions, and disciplinary actions. May participate in the selection of staff.
20. Assist Water Superintendent in developing plans and work schedules for installation and maintenance of the water system. Determine personnel, equipment, and material resources needed to complete assigned tasks, and coordinates to ensure work is completed in an efficient manner.
21. Oversee assigned field work to ensure work time schedules and quality standards are being met. Maintain awareness of current design standards and field work methods for assigned projects or tasks.
22. Establish, supervise, and carry out a regularly scheduled preventative maintenance program for water system equipment, and all water wells.
23. Oversee the methods used by Water Department employees to ensure their safety and ensure that protective devices and equipment are used where indicated. Assess skills and training needs to aid in their development. Ensure equipment is properly maintained. Advise Water Superintendent of equipment malfunctions.
24. Inform, advise, and enforce general city and department policies pertinent to employees of the Water Department. Monitor employee compliance with regulations, procedures and policies related to safe, reliable and efficient performance of tasks. Frequently and routinely check conditions of facilities, field work sites, tools, equipment and vehicles, and takes appropriate corrective action regarding deficiencies and hazards.
25. Read and interpret blueprints, schedule utility checks, and develop daily work plans for assigned personnel. Anticipate problems and develops corrective measure plans.
26. Assist in responding to inquiries and complaints regarding maintenance, and repair work assigned. Use tact and professionalism in responding to inquiries, complaints, or customer service requests.
27. Process all work orders relating to water distribution lines and related services. Maintain records, as necessary, for new and replaced water services.
28. Perform locates. Review all maps for accuracy and make necessary changes to keep maps up to date.
29. Ensure that proper equipment and material is brought to the job site. Ensure that safety procedures are properly followed and that work zone signing is properly placed. Assign workers to tasks and checks completed work for adherence to instructions. Promote teamwork and a high level of productivity of crew members.

30. Act as Water Superintendent in his/her absence. Exercise authority to sign invoices and leave requests while serving as Superintendent. Make work-related decisions as required.
 31. Attend conferences, lectures, workshops, and demonstrations regarding new equipment, procedures, and technological innovations that relate to marketing operations. Stay abreast of new trends and developments in the field.
 32. Must be able to report to work within thirty-five (35) minutes for emergencies under normal driving conditions.
 33. Employee must be able to be "on-call".
 34. May be required to work extended hours during natural disasters, declared disasters, and similar events.
 35. Establish and maintain positive effective working relationships with City officials, fellow employees, patrons, and members of the public.
 36. Keep confidential information confidential.
 37. Work the days and hours necessary to perform all assigned responsibilities and tasks. Must be available (especially during regular business hours or shifts) to communicate with subordinates, supervisors, customers, vendors, and any other persons or organizations with whom interaction is required to accomplish work and employer goals.
 38. Punctual and timely in meeting all requirements of performance, including, but not limited to, attendance standards and work deadlines; beginning and ending assignments on time; and scheduled work breaks, where applicable.
 39. Perform other work which is consistent with the essential functions of the job.
 40. Perform other duties as assigned.
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Education and Special License(s)/Certifications:

High school diploma or equivalent.

Must be at 18 years of age or older.

Must possess a valid driver's license and maintain an insurable driving record.

Possession of a Class B commercial driver's license (CDL) with air brakes preferred.

Possession of a Class III Nebraska Water Operator's Certificate required.

Possession of or ability to obtain a Class 6 Backflow Certification required.

Associates Degree or Bachelor's Degree in Electronics, Electrical Engineering, Computer Science, AutoCAD or related field and experience in water collections and testing methods or equivalent experience preferred.

Experience:

Four (4) years of experience in the operation, repair, and maintenance of a water system, with at least two (2) years of work crew supervision preferred, one (1) year in water collections and testing methods.

Operation of heavy equipment experience preferred. (Breaks in service of no more than ninety (90) calendar days shall be considered *de minimus* and shall not be considered in calculating the consecutive years.)

Skills:

1. Good oral and written communication skills.
 2. Good listening skills.
 3. Manual dexterity.
 4. General construction skills.
 5. Good driving skills.
 6. Ability to read and comprehend.
 7. Ability to prioritize work.
 8. Operation of heavy and light construction equipment.
 9. Ability to facilitate meetings.
 10. Good computer application skills.
 11. Ability to establish and maintain positive, effective working relationships with supervisors, co-workers, and the public.
 12. Ability to use automated work management system.
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Mental Requirements:

1. Ability to analyze safety situation.
 2. Ability to make quick decisions.
 3. Ability to stay alert for long periods of time.
 4. Ability to work independently.
 5. Ability to work in a team.
 6. Ability to assess situation and use judgement in responding.
 7. Ability to work under distracting conditions.
 8. Mechanical aptitude.
 9. Alpha/numeric recognition.
 10. Ability to carry out assignments through oral and written instruction.
 11. Diplomacy and judgement.
 12. Logical reasoning.
 13. Ability to adapt to changing environment.
 14. Concentration.
 15. Ability to analyze problems and recommend possible solutions.
 16. Ability to read and interpret blueprints and write specifications.
 17. Ability to train and guide others.
 18. Ability to take on a leadership role.
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Physical Requirements:

1. Hand, eye, and body coordination to operate light to moderately heavy machinery, equipment and vehicles.
 2. Ability to withstand extreme weather conditions.
 3. Exposure to vibrations.
 4. Ability to transverse rough terrain on foot.
 5. Ability to work with exposure to noise.
 6. Ability to distinguish among colors.
 7. Ability to work at extended heights.
 8. Ability to drive city vehicle.
 9. Ability to lift up to sixty (60) pounds.
 10. Ability to bend, climb, and stoop.
 11. Ability to sit or stand for long periods of time, but also have the mobility to respond immediately for emergency incidents.
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Supervisory Responsibility (Direct and Indirect):

Direct Maintenance Worker
 Utility Maintenance Worker
 Senior Utility Maintenance Worker

Indirect

Disclaimer:

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed for individuals with this job title. However, this job description is not intended to be an exhaustive list of all qualifications, skills, efforts, duties, responsibilities, or working conditions associated with the position.

Approved:



Tobias J. Tempelmeyer, City Administrator



Date