

## JOB DESCRIPTION

**POSITION TITLE:** Construction Foreman

**IMMEDIATE SUPERVISOR:** District Manager

**JOB DESCRIPTION:** Responsible for the general repair, maintenance, extension, testing, and integrity of the water distribution system. Responsible for the general operation and maintenance of passenger vehicles and heavy equipment, including but not limited to trucks, tractors, backhoes, excavators, trenchers, skid loaders bulldozers and small equipment. Responsible for the ordering and inventory of materials used in the operation, extension and maintenance of the distribution system.

**PRINCIPAL DUTIES:**

- Plans, schedules and performs preventive, regular and emergency maintenance on District distribution system and its facilities.
- Assist in operating water distribution system and facilities in accordance with District policy and regulating agencies.
- Assists in the monitoring of distribution systems performance.
- Conducts all required sampling and test procedures on distribution system improvements, repairs and maintenance as required by regulating agencies.
- Troubleshoots problems with water distribution facilities when they occur.
- Inventories and orders supplies and materials in connection with water distribution improvement, repair and maintenance. Reports additional needs and amounts as required.
- Produces and maintains records in connection with distribution improvements, repairs and maintenance.
- Manages staff under direct supervision in an efficient, productive and organized manner.
- Manages vehicle maintenance program.
- Manages equipment maintenance program.
- Assist with fire hydrant inspection and testing program.
- Assist with valve inspection and exercising program.
- Assist with waterline installation inspection and communicates effectively and coordinates work with contractors.
- Reads meters and performs work orders for distribution improvement, maintenance and repair as required.
- On call when scheduled.

**JOB QUALIFICATIONS:** Has valid CDL Class "A" Missouri operator's license. Valid level "DS III" Missouri water certificate. Minimum of 3 years experience in water works field. Must have high school diploma or GED. Must be able to operate and maintain equipment such as: backhoes,

excavators, trenchers, skid loaders, bulldozers and other heavy equipment. Individual is required to have a strong mechanical aptitude and work in an environment with extreme temperatures, both hot and cold. Physically able on a daily basis to bend, kneel, climb, walk and on occasion lift and carry up to 75 pounds and maneuver 300 pound objects is required in this position. Must be able to work with minimal supervision and handle multiple tasks with frequent interruptions in addition to supervising multiple employees and crews and job sites for differing circumstances and time frames. Must be able to quickly resolve problems when they occur and be on call when scheduled. Ability to speak and communicate effectively with supervisor, fellow employees, and customers. Ability to read and interpret documents such as maps, plans, safety rules, operating and maintenance instructions, Board policies, equipment manuals, customer correspondence, various reports, and procedure manuals. There is no backup to this position; therefore, incumbent must have excellent attendance and punctuality.

**ACCOUNTABILITIES:**

- Efficient and effective supervision and management of staff in department and efficient prioritization of daily workflow maximizing staff productivity.
- Producing and maintaining a safe work environment and educating staff on safe practices and work.
- Excellent attendance and punctuality with a minimum of absences.
- Continuous operation and maintenance of vehicles and equipment at efficient levels. Efficient, effective, maintenance procedures to be continually monitored and improved when possible.
- Able to operate and maintain all aspects of the water distribution system.
- Able to operate power tools and all heavy equipment owned by the District.
- Timely and accurate response and monitoring of all work performed on the distribution system and reporting of water losses in addition to demonstrating a thorough knowledge and implementation of District policy.
- Demonstrate a thorough knowledge of the distribution system and how it functions.
- Produce error free correspondence and documents within specified time frames given.
- Ability to acquire and retain required certificates and licenses for this position.
- Effective, courteous and timely communication with other employees, customers and supervisor.
- Prepares a yearly budget for department for approval.
- Able to follow orders and directives and work autonomously when necessary. Works under general supervision of the Manager of the Water District.
- Excellent attendance and punctuality with a minimum of absences.
- Any other duties as assigned.