

TOWN OF WAYLAND POSITION DESCRIPTION

Title: DPW Water Working Foreman

Department: Department of Public Works

Appointing Authority: Public Works Director

Affiliation: Teamsters

Grade: D-11

Personnel Board Approved: 7/20/09

Summary of Duties

Skilled technical manual work and supervisory work in overseeing a DPW work crew in the construction and maintenance of the Town's water distribution and treatment systems; all other related work as required.

Supervision Received

Works under the general supervision of a DPW Superintendent performing skilled work and supervisory functions requiring limited independent judgment and initiative; refers non-routine matters to the DPW Superintendent.

Supervision Exercised

Directly supervises regular, seasonal and temporary full-time and part-time DPW labor personnel; directs assigned work crew utilizing available equipment and materials. May review the work of contracted services.

Job Environment

Work is generally performed on site; generally required to work outdoors in a variety of weather conditions which may be adverse at times.

Supervises the operation or directly operates water distribution and treatment equipment, testing equipment, hand tools, light equipment, backhoes, front end loaders and light trucks; supervises the operation or directly operates additional specialty equipment for

system maintenance; may operate standard office equipment to include a personal computer.

Has frequent contact with other Town personnel; has occasional contact with regulatory officials, contractors, residents and the general public; interactions require courtesy and tact.

Errors could result in a danger to health and safety, loss of Town assets, loss of a vital public service, injury to one's self or others, damage to buildings and equipment, loss of revenues and poor public relations.

Essential Functions

The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

Under the direction of a DPW Superintendent plans work; assigns workers to a crew; supervises a work crew; directs workers on the job; assigns equipment; makes routine job site decisions; adjusts assignments to meet overall operational needs; reviews work assignments for completion and accuracy.

Prioritizes work on the job sites; monitors work process; ensure work efforts are focused on the assigned job; reviews work zone safety set-ups and ensures work zone safety protocols.

Makes recommendations on projects; assists in the planning and layout of work; may research material cost figures for anticipated work; may estimate labor costs for in-house projects.

Responsible for the safe and proper excavation of trenches for the purpose of repairing existing mains and hydrants and the installation of new services.

Serves as the secondary Distribution Operator for the Town's water system.

Directs work crews in repairing leaks in mains and hydrants and disruptions in services; assigns work, specific jobs and tasks; reviews assignments for completion and accuracy.

Maintains daily records on progress, assignments, materials and schedules; accurately maintains related work records; writes reports as required.

Supervises and/or performs duties involving the laying, installation, connection, maintenance and repair of water mains, hydrants, gates, connections, curbstops, meters and associated sleeves and fittings as needed.

May oversee the operation and maintenance of pumping stations, booster station and distribution station; performs diagnostic and system maintenance as required and directed.

Supervises the operation of and operates specialized tools and equipment related to the distribution and treatment process; operates backhoes, front end loaders, light trucks, compressors and hand tools as required for the construction, maintenance, distribution and treatment of the system.

Trains and instructs workers in proper and safe work procedures and safe equipment operation; ensures proper use of vehicles and equipment.

Operates vehicles and equipment engaged in DPW construction and maintenance work, as well as snow & ice and emergency operations.

Ensures vehicles, equipment and tools are utilized properly; follows prescribed preventative and operational maintenance procedures; reports vehicle and equipment problems to mechanics or DPW Superintendent.

Performs work consistent with the assignments of other individuals assigned to the work crew.

Checks service and hydrant pressure; corrects deficiencies; repairs and installs hydrants.

Installs, replaces or fixes faulty meters and cellar valves.

Inspects work being performed by contractors to ensure adherence to plans and specifications.

Maintains accurate and detailed records; records locations of underground structures for incorporation into department plans and records.

Interacts with and responds to calls and inquiries from customers regarding service interruptions, meter problems, billing, and other related departmental issues.

Is expected to make every effort to work overtime during water emergencies, storm and adverse weather conditions.

May perform the duties of a lower graded position provided that all licensing requirements are satisfied.

Performs similar or related work as required or as situation dictates.

Recommended Minimum Qualifications

Education:

High School diploma; additional related education or training is preferred.

Experience:

Four (4) years of experience working in public water systems; supervisory experience preferred.

Four (4) years experience in the excavation of utilities within a road or highway right of way.

Substitutions:

None.

Licenses/Certificates:

Minimum of a full Grade 2 Distribution (2D) and full Grade 2 Treatment (2T) at time of appointment.

Must have or obtain a Cross Connection/Surveyors Mass DEP Certification within 1 year of appointment.

Must have a valid Class B driver's license.

Must possess a valid 2B Hoisting License; 2A Hoisting License preferred.

Knowledge, Abilities and Skills

Knowledge of general methods, techniques and principals used in constructing and maintaining water distribution and treatment assets.

Knowledgeable on the practices, procedures, methods, equipment, materials and tools associated with the operation of a water distribution and treatment system.

Knowledgeable in the hazards and safety precautions associated with the operation of a water distribution and treatment system.

Considerable knowledge of vehicles, equipment, hand tools and power tools associated with DPW operations.

Knowledgeable in Supervisory Control and Data Acquisition (SCADA) system use; familiarity with commonly encountered electronic control systems.

Knowledge and ability to operate a computer for the purpose of data input, retrieval and

record keeping.

Ability to interpret work orders, supervise and direct the activities of work crews.

Ability to lead, direct and supervise staff; ability to supervise multiple job tasks under variable conditions.

Ability to read, interpret and apply data, drawings and instructions for assigned work.

Ability to read, understand and implement applicable regulations, policies and procedures.

Ability to follow directions.

Ability to work independently and as a crew member.

Ability to communicate effectively and work with diverse groups of managers, employees, contractors, vendors and the general public.

Ability to communicate effectively both orally and in writing.

Ability to utilize all the tools and equipment required to perform the duties of this position.

Ability to operate backhoes and front end loaders as applicable to water system operations; ability to operate commercial vehicles preferred.

Ability to perform strenuous physical duties under adverse conditions.

Ability to follow oral and written instructions.

Ability to follow safe work practices.

Strong record keeping skills.

Good communication, organizational and planning skills.

Skill in equipment maintenance.

Skill in interpreting data and record keeping.

Physical Requirements

Frequent moderate to strenuous physical effort required to perform duties under variable conditions, with some exposure to occupational risks. Occasionally required to push/pull objects weighing up to 100 pounds; occasionally required to comfortably lift/carry objects weighing up to 50 pounds. Ability to stoop, kneel, crawl, crouch, turn and twist. Have manual dexterity and strength to operate objects, tools, or controls and reach with hands and arm; occasionally required to sit, talk and hear.

This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.