



# FITCHBURG

Massachusetts

## JOB POSTING

<b>Position:</b> <b>General Foreman-Water</b>	<b>Department:</b> <b>DPW/Division of Water Supply</b> 1200 Rindge Rd., Fitchburg, MA	<b>Supervisor:</b> Distribution System Manager and/or Designee	
<b>Salary Range:</b> \$36.00/hr. - \$46.98/hr. Grade 12 FLSA/Non Exempt Hourly	<b>Hours:</b> M – F 7:00AM – 3:00PM Overtime Opportunities, as Required (nights and weekends)	<b>Civil Service:</b> No	<b>Union Affiliation:</b> Teamsters/Local 170
<b>Posted:</b> March 8, 2023		<b>Deadline:</b> <b>Posted Until Filled</b>	
<b>Applications are accepted online ONLY. Please visit <a href="http://www.fitchburgma.gov">www.fitchburgma.gov</a> to apply.</b> Required application documents include a cover letter, (Attn: Susan Davis, Director of Human Resources), resume and application. All documents must be received to be eligible for consideration.			

*The responsibilities and duties listed below are illustrations of the various types of work 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.*

### **RESPONSIBILITIES:**

General Foreman works under the direct supervision of the Water Distribution System Manager and serves as the Primary Operator of the water distribution system as defined in and in accordance with 310 CMR 22.00. Manage and direct personnel in the maintenance, repair and construction of the water distribution system, water treatment plants, dams/reservoirs and related facilities. May operate any motorized equipment and hand tools utilized by the DPW - Division of Water Supply.

### **DUTIES:**

Duties include but are not limited to:

- Organize, manage and direct distribution system personnel in the maintenance, repair, and construction of the water distribution system and, as needed, related facilities, including but not limited to dams/reservoirs, pump stations, and storage tanks;
- Maintain records related to daily work performed by distribution personnel;
- Maintain the inventory of piping, fittings, valves, hydrants and hydrant parts, etc. needed for the timely repair, maintenance, and construction of the distribution system;
- Responsible for ensuring that Dig Safe regulations are following by distribution system personnel;
- Responsible for following trench permit and restoration regulations and policies of the City of Fitchburg/Fitchburg Department of Public Works.
- Document water loss resulting from water main and service line breaks, leaks, etc. for use in calculating unaccounted for water quantities/percentages;
- Maintain records on hydrant repairs, out of service hydrants, hydrant flushing and documents notifications to the Fitchburg Fire Department for hydrants out of service and returned to service;
- Responsible for maintenance of the Water Division's vehicle and equipment fleet, including documenting service records, repairs, state inspections, etc.;
- May operate motorized equipment utilized by the DPW - Division of Water Supply, including trucks, backhoes and front-end loaders;



## City of Fitchburg

### **H/SMEO – DPW/Water Division, Duties, continued:**

- May operate the various manual and motorized hand tools and equipment associated with the construction, repair and maintenance of the water distribution system, treatment plants, dams/reservoirs, and related facilities;
- Responsible for checking all equipment issued to this position by the City to ensure that the equipment is safe and working properly;
- May inspect, investigate and report on suspected water main leaks;
- May perform minor maintenance to vehicles and equipment;
- May perform maintenance and repairs to Water Division buildings and grounds;
- Required work may be inside or outside. Outside work will be completed in all types of weather conditions, day and night;
- Perform manual labor and other related task as may be required;
- Respond to call-ins after regular working hours, including nights, weekends, and holidays as needed. Extensive overtime may be required during emergency situations;
- May be required to carry a pager;
- Other duties as assigned by the Water Distribution System Manager and/or Deputy Commissioner of Water Supply.

### **QUALIFICATIONS and ABILITIES:**

- Must possess a high school diploma or GED (General Equivalency Diploma);
- Must possess:
  - Valid Massachusetts CDL Class B;
  - Hoisting license Class 2B;
  - Minimum of a MA Grade 3D-Full Drinking Water Certification;
  - OSHA 10 Certification or obtain within six (6) months of hire;
  - Minimum of ten (10) years' experience in the excavation, repair and installation of underground utilities, including at least five (5) years' experience in the repair and installation of water mains and services;
  - Demonstrated ability to effectively supervise employees;
- Computer skills with demonstrated working knowledge of Microsoft Word, Excel, Access, and Outlook.
- Ability to maintain detailed records, written and utilizing applicable computer programs.
- Ability to effectively communicate both in a written and verbal manner.
- Ability to follow directions and complete tasks in a timely manner without oversight.
- Ability to establish and maintain effective working relationships with fellow employees, supervisors, municipal officials, and the general public.

### **PHYSICAL COMPONENT RATED:**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

### **Very Heavy.**

This is an extremely physical position. Required work involves heavy physical labor including lifting, kneeling, bending, twisting, and carrying objects that may exceed 100 pounds in weight. Also will include operating hand and power equipment for extended periods of time (i.e., hand and mechanically operated tools, shovels, saws, vehicles, trucks, backhoes, etc.) Working environment includes all types of weather and temperature extremes, during the day and at night.

**The City of Fitchburg is an Affirmative Action (AA) and Equal Opportunity Employer (EOE)**

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

**FITCHBURG**  
*Massachusetts*