

WORKING FOREMAN - WATER AND SEWER SYSTEMS

Hourly Rate range: \$26.53 - \$33.97 - 40 hour work week

\$250 On-call pay

Use of Town Vehicle when on-call

Holiday Weekend Standby pay

\$3.50 per hour differential for Grade 2 Water License

Eligible for Overtime

Double Time for Snow and Ice Overtime Operations

Annual Clothing allowance

15 paid holidays

15 Sick Days

12 Vacation

Up to 6 Personal days per year earned by not using sick time

Definition

Supervisory and repair work in the construction, maintenance of the town's water distribution and sewage collection systems; all other related work, as required.

Supervision

Works under the general direction of the Supervisor of Water and Sewer.

Performs responsible duties following departmental rules, regulations and policies, requiring the ability perform operations to complete assigned tasks according to a prescribed time schedule; performance of duties requires judgment in implementing procedures and directing subordinates.

Supervisory Responsibilities

Supervises seven full-time employees.

Work Environment

Most work is performed outdoors, with exposure to adverse weather conditions, loud noise and hazards associated with heavy equipment and construction sites. The workload is subject to emergency demands and weather-related fluctuations. The employee is required to respond to emergency situations, such as water breaks, sewer back-ups and flood control problems.

The employee operate standard office equipment and a wide variety of equipment, including power, pneumatic and hand tools, various classes of motor vehicles, and various special and light construction and maintenance equipment.

The employee has significant contact with the general public and other town departments, by telephone and in person.

Errors could result in delay of services, damage to equipment, monetary loss, injury to self and to others, and legal repercussions.

Essential Duties and Responsibilities

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.

Responsible for responding to emergency water breaks; finds shutoff, marks out trenches, contacts “dig safe” notifies residents in surrounding homes about problems; oversees the excavation of street and ensures that proper repairs are made.

Assists in planning, assigning, and scheduling work; supervises and trains personnel; enforces safety regulations and monitors work performance to ensure work is performed properly; requisitions supplies and equipment.

Performs maintenance and operation of the sewerage lift stations, follows up and investigates any problems resulting from alarms from lift stations. Maintains equipment and vehicles; ensures that tools and equipment are properly serviced and maintained.

Inspects water and sewer connections performed by private contractors to ensure conformance with the town’s specifications. Acts as supervisor in the absence of the Supervisor of Water & Sewer.

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

Recommended Minimum Qualifications

Education and Experience

High school diploma; five years of experience in the water and sewer industry, or a related field; supervisory experience; or an equivalent combination of education and experience.

Additional Requirements

Valid Massachusetts Commercial Drivers License

Commonwealth of Massachusetts Drinking Water Operator, Grade II, Dist.

Knowledge, Ability and Skill

Considerable knowledge of the methods, materials, equipment and tools used in the construction and repair of water and sewer facilities and equipment. Knowledge of federal and state regulations governing installation and repair of water and sewer equipment.

Ability to guide, direct and motivate assigned employees. Ability to assess conditions at an emergency situation and determine proper course of action. Ability to communicate effectively. Ability to create and interpret detailed plans.

Skill in overseeing repairs. Record keeping skills. Supervisory skills. Customer service skills.

Physical Requirements

Moderate to strenuous physical effort is required to perform duties. The employee is frequently required to stand, walk, speak and hear, use hands to operate equipment, reach, stoop, and climb. The employee is required to lift, move, and/or push items weighing more than 100 pounds. Vision requirements include the ability to read routine and complex documents, use a computer and operate motor vehicles and other equipment.

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.