



CITY OF WALTHAM MASSACHUSETTS

119 SCHOOL STREET, WALTHAM, MASSACHUSETTS 02451
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Kristin Murphy
Human Resources Director
Workers' Compensation Agent

Foreman CPW/Water & Sewer City of Waltham

Job Responsibilities: The purpose of this position is to provide direct in-field supervision of skilled, semi-skilled and unskilled employees working on all phases of construction, maintenance and repair operations of an assigned division. This includes coordinating work with other organizations, projects and requirements, identifying, preparing for and implementing maintenance, construction and reconstruction schedules and projects, monitoring and tracking work, providing instruction to subordinates regarding proper work methods, undertaking appropriate and warranted corrective actions, and maintaining necessary stocks of supplies and materials. A Foreman is responsible for maintaining and improving upon the efficiency and effectiveness of all areas under his/her direction and control. Schedules, assigns and supervises work crews engaged in construction, maintenance and repair work; schedules and assigns the tools and equipment used; provides staff training in proper work methods and general health and safety measures; evaluates job completion and employee performance. Responds to public inquiries, requests and complaints related to department activities; resolves complaints when possible and/or refers more complex matters to the department and/or division head. Draws diagrams for all new water and sewer connections. Arranges for supplies, materials and equipment to be used; monitors and provides for the proper use and operation of tools, equipment and vehicles; reports substandard, damaged and malfunctioning parts, supplies, materials, and equipment. Plans and supervises the deployment of trades personnel and vendors in accord with industry practices and applicable contracts or agreements; confers with and communicates requires to trades personnel, vendors, and other involved in projects regarding job / project implementation; has the initial responsibility to resolve concerns and conflicts. May purchase supplies, materials and equipment and maintain stocks. Completes progress reports and records of work completed. Performs similar or related work as required, directed or as situation dictates. This is a civil service position. Full job description available through Human Resources.

Qualifications: Two years of vocational, technical or post high school training plus more than five years of construction, maintenance, and repair experience relative to the department, three of which have been in a supervisory position; or any equivalent combination of education and experience. Must possess or will be required to obtain a valid D4, Drinking Water distributions system operator license and a Cross Connection Control / Backflow Prevention license. A valid Class A or B Commercial Driver's License (CDL). Regularly participates in peer association meetings and maintains a current knowledge of standards, methods, practices, tools and equipment in the areas of assigned responsibility. May be required to acquire and maintain appropriate licenses, certification or other status as required by law or the City to perform job duties and responsibilities. Must successfully pass a Background Check, Criminal Offenders Record Information (CORI) and a pre-employment physical with drug, alcohol and lift test.

Rate of pay: \$80226 yr.

Excellent benefits Hours: 7 a.m.-3 p.m.

Deadline to apply: Open until filled

Qualified candidates should submit a City of Waltham application, resume and cover letter to:

City of Waltham/Human Resources Dept.

119 School St.

Waltham, MA. 02451

781-314-3355/Fax 781-314-3358

mgullotti@city.waltham.ma.us

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