



SPRINGFIELD UTILITY BOARD

Job Description

TITLE: Water Foreman
REPORTS TO: Water Superintendent

STATUS: Non-Exempt / Union - IBEW
RANGE: Contract

POSITION SUMMARY: The Water Foreman position is a supervisory role and has direct responsibility for a job and/or project. This position is responsible to supervise a crew(s) to construct, operate and maintain water transmission and distribution system facilities. This position may directly supervise up to nine employees. This position must be a team player who works harmoniously, efficiently and safely with office staff and field crew employees. Performs other duties as assigned.

MAJOR RESPONSIBILITIES

Essential Functions

1. Supports and models behavior to promote the mission and core values of SUB to other employees and customers.
2. Develops and maintains professionalism and effective teamwork in the performance of job duties.
3. Maintains reliable and predictable attendance.
4. Demonstrates and models exemplary leadership to all employees.
5. Provides a positive, inspiring and motivating work environment for employees.
6. Supports, coaches, and counsels the crew(s) to ensure a productive and efficient team environment.
7. Monitors and evaluates employee performance and keeps Water Superintendent informed of accomplishments and performance issues.
8. Assists the Water Superintendent in conducting employee Performance Appraisals on schedule, as assigned. Collaborates in establishing goals and performance improvement plans.
9. Consistently communicates and applies utility work and safety rules, Labor Agreement provisions, SUB policies, utility and division goals and objectives.
10. Creates a safe work environment for employees and the public.
11. Recognizes contributions and celebrates small and big individual and team accomplishments.
12. Plans, directs, coordinates, controls and documents utility maintenance and construction work using available resources.

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13. Utilizes advanced knowledge of complex utility construction techniques, tools, methods and materials.
14. Supervises construction, repair and maintenance crews and assigned projects, including but not limited to, meter repair, installation, testing and repair of back flow assemblies, leak detection, large meter vault installations, water main repair and installation, service repairs, new service installations and joint trench installations with other utilities and other auxiliary facilities.
15. Uses independent judgment to ensure quality work is being performed and allocation of assigned resources and adjustments due to project changes is meeting project goals and deadlines.
16. Prepares clear, legible daily notes, written reports and as-builts on plans for work in progress.
17. Reviews daily time sheets, vehicle use records and material documentation for accurate payroll and job cost tracking. Ensures time sheets are submitted daily for processing.
18. Coordinates equipment, vehicle and tool use with other crews.
19. Utilizes division resources, including employees, materials, equipment and budget available for each project to ensure efficient and productive use of resources.
20. Communicates with and works with other public agencies and SUB engineers to meet requirements and regulations.
21. Responds within 30-minutes to after-hour calls with minimal or no supervision.
22. Maintains valid Oregon CDL Class A driver's license and good driving and safety record.
23. Maintains current certification for Water Distribution Level III from the State of Oregon.

Marginal Functions

None

Given the dynamic and challenging environment of the utility industry and our mission to provide exceptional service to our internal and external customers, additional duties and responsibilities, other than those listed in this job description, may be assigned (contingent on labor agreement provisions, if applicable). Your supervisor will communicate these changes either formally or informally, verbally or in writing.

Attributes

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SUB strives to promote a safe, positive and caring work environment. In addition to the above responsibilities, the following attributes are essential to be a successful employee at SUB:

- Being committed to SUB’s Mission and Core Values
- Complying with safety practices and policies
- Being professional, honest, courteous and respectful to others in your conduct
- Being responsive to suggestions to improve performance
- Being flexible to adapt to a changing work environment
- Performing as a productive team member
- Being accountable for your own performance, behaviors and contributions
- Taking the initiative to accomplish your responsibilities to the best of your ability

These qualities in our employees ensure that working at SUB is motivating, fun and enjoyable while performing a valuable service to our utility and community.

OTHERS SUPERVISED

- Water Working Foreman, Heavy Equipment Operator, Water Utilityman, Water Crew Helper, contractors and temporary agency employees

MINIMUM QUALIFICATIONS

Experience

- Minimum of eight years of water operations experience
- Minimum of two years as a SUB Water Working Foreman involving both construction and maintenance

Knowledge, Skills & Abilities

- Ability to lead and motivate assigned crew(s) to focus on common goals, objectives and to comply with Labor Agreement provisions, SUB policies and work and safety rules
- Initiative and be a self-starter who can find efficient and effective ways to complete tasks with general direction to meet schedules and deadlines
- Manage multiple work assignments, coordinate resources and supervise assigned employees
- Demonstrated understanding of complex water system construction and maintenance practices, regulations, equipment, materials and the safety precautions and rules that apply
- Communicate effectively orally and in writing
- Represent SUB in a manner conducive to good public relations
- Proficient in the use of tandem axle trucks, backhoes, track excavators, directional drilling equipment, crawler tractors and other miscellaneous tools and equipment used in the construction and maintenance of a water system

Education/Certifications

- High school diploma or equivalent

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- Must possess and maintain at least a State of Oregon Level III Water Distribution Certification.
- Must possess and maintain an OSHA-approved Articulating Boom Crane with Winch (ABW) Certification for SUB's equipment.

PHYSICAL AND MENTAL REQUIREMENTS

- **ALERTNESS & CONCENTRATION:** Maintains full alertness and concentration at all times in inclement climatic conditions, and at night while (1) driving heavy equipment, (2) working in ditches/excavations, and (3) driving and working around moderate to heavy traffic and directing work of others employees or contractors when working by himself/herself.
- **ABILITY TO DEAL WITH STRESS:** Makes decisions quickly and calmly when working in ditches, near equipment, and operating heavy equipment. Thinks and reacts quickly if accidents occur. Interacts well with co-workers. Able to coordinate and direct many jobs/tasks, employing a variety of employees at the same time.
- **VISION:**
 - Far visual acuity:** Sees adequately to drive a vehicle.
 - Near visual acuity:** Reads small print on maps, plans, labels, reports, numerous other written documents and computer screens.
 - Peripheral vision/depth perception:** Maintains full field of vision in all directions to assess proximity to construction hazards, holes, traffic, co-workers, movements of equipment, or objects falling from above. Assesses position of equipment in relation to excavation around existing utilities. Ability to perform backup maneuvers using equipment mirrors, in tight quarters and around corners.
 - Color vision:** Judges red, green and yellow traffic lights adequately to drive on highways. Differentiates color of underground utility locates, drawings, documents and reports.
 - Night vision:** Maintains the visual abilities listed above when working at night and in poor light and inclement weather conditions.
- **HEARING:** Hears spoken conversation well while working in ditches and communicating with a co-worker, despite heavy background noise from traffic, construction equipment, rain or wind, and when visual signals cannot be used. Hears accurately the high-pitched back-up horns or equipment. Hears adequately to operate a two-way radio.
- **SPEECH:** Speaks loudly and clearly enough to be accurately understood when in ditch and speaking to a co-worker, or when up to 100 feet away from a co-worker despite heavy background noise from traffic, construction equipment or wind, and when visual signals cannot be used. Speaks clearly communicating by two-way radio.
- **STANDING:** The worker stands on the job or in the ditch, usually a minimum of 15 minutes at one time, up to 4 hours. The worker may actually be on his/her feet four hours at one time,

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but maneuvers around the work site at intervals. Total standing time is 25 percent to 100 percent of the average shift.

- **SITTING:** Worker sits on a variety of vehicle and equipment seat types. May spend up to an eight-hour shift sitting.
- **WORKER MOBILITY:** Can change positions frequently, in and out of heavy equipment, holes/trenches, using ladders and not using ladders. Uses hand tools (shovels, etc.), machinery and heavy equipment which requires bending and/or twisting and/or lifting. Often times on knees and bent over working on water materials. Must be able to operate manual transmission.
- **WALKING:** Rarely walks one to two miles at a time on uneven ground. More common maximum distance walked is 1/8 to 1/4 miles. Total walking per shift is 0-30 percent. Walking occurs in slippery conditions, in mud, on rock, on equipment, and on uneven ground.
- **LIFTING/CARRYING:** 0-10 lbs.--continuous; 11-20 lbs.--frequently; 21-50 lbs.--frequently; 51-75 lbs.--occasionally; 75-100 lbs.--occasionally. Work involves occasional use of shovel loaded with dirt, rock, concrete or asphalt. Must lift the shovel from ditch or hole. Lift jack hammer and associated equipment (90 lbs.) from trailer and operate, includes lifting off pavement to trailer. Lift concrete meter boxes (40 lbs.) and other water materials (up to 100 lbs.) occasionally. Uses compaction equipment (120 lbs.) that needs to be lifted out of holes and is controlled by manual directions.
- **PUSHING/PULLING:** Pushing/pulling using a rake, shoveling dirt and rock and pulling out materials and equipment from trucks. Pushing /pulling is often done while bent over in a ditch for up to two hours at a time, four times a day. Starts gasoline powered equipment with hand start. Pushing/pulling hand controls on heavy equipment.
- **REACHING/HANDLING:** While in a hole/ditch, worker occasionally works at full extent of his/her reach and leans back while using tools, often standing on one leg and in awkward positions. May be required to maneuver a power saw in a bent-over position. Grips and firmly holds hand tools and equipment for several minutes at a time, often at arms length. Threads nuts and washers on pipe fittings. Uses tools wearing gloves. Gives hand signals when directing other people. Writes information and draws diagrams. Uses jack hammers, chain saws, electrical drills and hydraulic tamps.
- **TWISTING:** Rotates head fully to both sides to observe equipment and co-workers while maintaining body in awkward position. Some twisting is required when lifting items or handing items to fellow workers. Often works in awkward positions when in hole/ditch.
- **CLIMBING:** Climbs in and out of ditches/holes with tools and equipment. Climbs into manholes and into underground vaults. Climbs hills and walks over uneven ground while carrying equipment. Climbs in and out of truck cab, dump bed, and other heavy equipment.
- **CRAWLING:** Not usually required.
- **ENVIRONMENTAL FACTORS:** Performs a variety of strenuous tasks outside with temperatures varying from below zero to over 100 degrees, sometimes in rainy, windy,

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snowy or icy conditions. Works around high-voltage wires and other underground utilities. Exposed to noise from traffic construction, heavy equipment near construction sites, jack hammers, power saws, and tamps up to six hours per day. Hearing protection is provided. Works in confined spaces, such as underground vaults requiring entry through a manhole. Works in ditches of various depths and widths. Works inside shoring when required. Exposed to chemicals (primarily through skin contact or inhaling) used to glue pipe and disinfect pipe often in the ditch. Exposed to numerous types of pollen, depending on location, season or climatic conditions. Bee/wasp stings, animal bites or poison oak may also occur. Exposed to some petroleum products used for maintenance of trucks and trailer.

- **PRODUCTS AND MATERIALS:** Lumber, bolts, plastic and metal pipe/fittings.
- **MACHINES/TOOLS/EQUIPMENT:** Power tools, hand tools, jack hammers, chain saws, compaction equipment, heavy trucks, backhoes, crawler tractors, fusion equipment, tapping machines and trailers.

Revised: May 5, 2019