



SPRINGFIELD UTILITY BOARD

Job Description

TITLE: Water Production Foreman

STATUS: Non-exempt / Union - IBEW

REPORTS TO: Director of Water Engineering and Operations

RANGE: Contract

POSITION SUMMARY: The Water Production Foreman is a supervisory position responsible for overseeing the Water Production Department and directing the work of assigned production crew in areas of water production, treatment, pumping, storage, pressure control, SCADA and associated properties and facilities. Demonstrates competency to plan, direct, coordinate, control and document water production facility maintenance and construction work using available resources. Has advanced knowledge of water production construction techniques, tools, methods and materials. Has mechanical and hydraulic aptitude to ensure daily maintenance and repairs of water production and distribution system equipment. 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 fellow employees.
6. Supports, coaches and counsels staff to ensure a productive and efficient team environment.
7. Assists Director and Water Superintendent in monitoring and evaluating employee performance; provides feedback to supervisor for performance appraisals as requested; collaborates with supervisor to establish goals and performance improvement plans.
8. Monitors and evaluates the work performance of fellow employees. Maintains confidentiality of organizational and staff information.
9. Promotes and supports on-going education and training of staff to ensure the high quality performance standards.
10. Prepares and manages weekly and monthly work schedules to be performed by the water production personnel and assists the Water Superintendent and Director in annual planning.
11. Recognizes contributions and celebrates small and large individual and team accomplishments.

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12. Directs and coordinates department resources (personnel, materials, equipment and budget) available for each project to insure efficient and productive use of the resources.
13. Supervises operations and maintenance, construction and repair of all water production facilities, including but not limited to, water meter installation and repair, pump and motor installation and repair, electrical and fiber-optic communication system installation and repair, SCADA system installation, programming and repair, pressure regulating equipment installation and repair, pump station installation and repair, water reservoir installation and repair and care and/or installation of other auxiliary facilities and grounds.
14. Ensures the production of treated water, which meets or exceeds all Oregon Health Authority requirements for quality and meets the customer needs for quantity.
15. Prepares clear, legible daily notes, written reports and as-built plans on work in progress.
16. Monitors daily time sheets for accurate payroll and vehicle use records.
17. Ensures that vehicles, equipment and tools used by personnel are kept in safe and good working condition through proper use, periodic maintenance and requesting maintenance or purchase when necessary.
18. Communicates with and works with the public and fellow employees to meet their requirements for products or services.
19. Assist and collaborates with Water Superintendent and Director on operational issues within the utility, department and other utilities such as Rainbow Water District and Eugene Water and Electric Board.
20. Demonstrates safe work habits and creates a safe work environment for fellow employees and the public.
21. Maintains and updates the Water Production Operations manual and other management reports/documents as required.
22. Consistently applies utility work rules, union contract, utility and division goals policies and objectives.
23. Coordinates vehicle and tool use with others both inside and outside the utility.
24. Responds within 30-minutes to after-hour calls independently.
25. Maintains valid Oregon CDL Class A driver's license with Hazard Materials Endorsement and good driving and safety record.
26. Maintains current certifications for Water Distribution Level III and Water Treatment Plant Operator Level III from the State of Oregon.
27. Maintains Limited Maintenance Electrical License 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

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 Production Operator I, Water Production Operator II, Water Production Operator Helper, Water Production SCADA Technician, Contractors and temporary agency employees

MINIMUM QUALIFICATIONS

Experience

- Recent demonstrated experience in water production, water quality protection and water treatment
- Minimum of five years experience as a SUB Water Production Operator
- Minimum of two years experience serving in a lead role

Knowledge, Skills & Abilities

- Demonstrated understanding of water production, water treatment, water storage, SCADA systems and the safety precautions and rules that apply
- Lead and motivate employees to focus on common goals and objectives
- Self-starter who can find efficient and effective ways to safely complete the tasks with general direction

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- Manage multiple work assignments, coordinate resources and supervise assigned personnel and other resources
- Communicate effectively both orally and in writing
- Represent SUB in a manner conducive to good public relations
- Demonstrates consistency and excellence in all of the following areas:
 - Positive leadership qualities; viewed as a positive role model by others
 - Team work, coaching skills ability to train others
 - Consistently communicates positively and effectively with co-workers
 - Models exemplary behavior
 - Uses sound judgment and exhibits creative problem solving skills
 - Makes appropriate decisions within scope of authority
 - Excellent planning and organizational skills

Education/Certifications

- Associate's degree in electronics or mechanical field, or equivalent experience
- Possess and maintain a current Water Distribution Level III Certificate and Water Treatment Plant Operator Level II Certificate
- Possess a Limited Maintenance Electrician License from the State of Oregon or equivalent license
- Achieve and maintain a Water Treatment Plant Operator Level III within one year of hire and/or promotion
- Must possess and maintain the OSHA-approved certification for a Service Truck Crane for SUB's equipment
- High school diploma or equivalent

PHYSICAL AND MENTAL REQUIREMENTS

- **ALERTNESS & CONCENTRATION:** Maintains full alertness and concentration at all times while working in the field or directing work of other employees in ditches/excavations; around electronic equipment and electricity; around and on top of reservoirs and elevated tanks; in vaults, pits, and underground pump stations; around traffic/heavy equipment, in inclement climatic conditions, and at night.
- **ABILITY TO DEAL WITH STRESS:** Makes decisions quickly and calmly when working in the field, on top of reservoirs, in confined spaces, in ditches, or near 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 people 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, other written documents, computer screens, and other electric instruments.
 - Peripheral Vision:** 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 service truck and crane in relation to other equipment and

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in relation to excavation around existing utilities. Ability to perform backing maneuvers using equipment mirrors in tight quarters and around corners.

Color Vision: Judges red, green and yellow traffic lights adequately to drive trucks on highways. Differentiates color of underground utility locate paints and colors in mapping and on computer screens or control panels.

Depth Perception: Judges depth very accurately to: (1) direct other operators and equipment around production utilities; (2) work near edges of elevated structures; (3) assess equipment in traffic or other confined spaces.

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 the field around production/storage facilities and communicating with a co-worker; despite heavy background noise from traffic, 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 the field and around production/storage facilities; speaking to a co-worker; or when up to 100 feet away from a co-worker despite heavy background noise from traffic, equipment, or wind; and when visual signals cannot be used. Speaks clearly communicating by two-way radio.
- **STANDING:** The worker stands on the job usually a minimum of 15 minutes at one time, up to 4 hours. The worker may actually be on his/her feet four hours more at one time, but maneuvers around the work site at intervals. Total standing time is 50 percent to 100 percent of the average shift.
- **SITTING:** Worker sits on bench-style pickup seat or office furniture seats one-half hour maximum at one time. Total sitting can be up to three to four hours per shift.
- **WORKER MOBILITY:** Can change position frequently, in and out of vaults/pump stations and up and down ladders. Uses hand tools (wrench, hammer, etc.), machinery, and other equipment which requires bending and/or twisting and/or lifting. Often times on knees and bent over working on production/storage facilities.
- **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 10-30 percent. Walking occurs in slippery conditions, in mud, on rock, 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 intermittent use of hand tools, welders and lifting of heavy and light electronic parts.
- **PUSHING/PULLING:** Pushing/pulling using hand tools and pulling out materials and equipment from trucks. Pushing/pulling is often done while bent over for up to two hours at a time, four times a day. Starts gasoline powered equipment with hand start.

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- **REACHING/HANDLING:** While in bent over position, 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 tools and power equipment in a bent-over position. Grips and firmly holds hand tools and equipment for several minutes at a time, often at arm's length. Threads nuts and washers on pipe fittings. Uses tools wearing gloves. Gives hand signals when directing other people. Writes information, draws diagrams and operates 10-key, computers, telephones and radios. Uses jack hammers, chain saws, electrical drills and welders.
- **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.
- **CLIMBING:** Climbs in and out of pump stations/vaults with tools and equipment. Climbs on top of reservoirs and elevated tanks. Climbs hills and walks over uneven ground while carrying equipment.
- **CRAWLING:** Not usually required.
- **ENVIRONMENTAL:** Performs a variety of strenuous tasks outside with temperatures varying from below zero to over 100 degrees, sometimes in rainy, windy, snowy or icy conditions. Works around high- voltage wires and other underground utilities. Exposed to noise from traffic construction, heavy equipment near construction sites, pumps, motors and power tools 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 reservoirs. Exposed to chemicals (primarily through skin contact or inhaling) used to disinfect water (chlorine). Exposed to numerous types of pollen, depending on location, season or climatic conditions. Bee/wasp stings, animal bites or poison oak may also occur.
- **PRODUCTS AND MATERIALS:** Lumber, bolts, plastic, metal sheets/bars, and metal pipe/fittings.
- **MACHINES/TOOLS/EQUIPMENT:** Power tools, hand tools, jack hammers, chain saws, welder, electronic equipment, trucks and trailers.

Revised: December 5, 2018