



City of Pittsfield *Job Description*

Position Title:	Working Foreman (1)	Grade Level:	0680
Department:	Water	Union/Non-Union:	S&P
Reports to:	Water Superintendent	Date Prepared:	02/2018

Job purpose

The Working Foreman (1) supervises and works with water & sewer system maintenance employees, equipment operators and others in the construction, operation and maintenance of water distribution and sewage collection systems. Incumbent shall create work assignments, enforce safety regulations, maintain discipline, order supplies and equipment, and review work of personnel assigned during and upon completion of work assigned for compliance with instructions and conformance with accepted trade practices, and creates records of work performed using personal computers provided.

Duties and responsibilities

1. Serves as on-call foreman for water and sewer emergencies on a rotating schedule.
2. Works with contractors in the marking out and/or location of water and sewer pipe and appurtenant devices and structures during construction or excavation.
3. Inspects water and sewer connections and services for water leaks, cross connections or other service problems, turns water on or off, coordinates repairs, checks water meters for accuracy and changes them as required.
4. Performs semi-skilled manual and equipment-assisted work in the construction, operation and maintenance of water distribution and sewage collection systems, including work on reservoirs, valves, water and sewer pipes, pumping stations, manholes, vaults, etc.
5. Operates loaders, backhoes, heavy trucks and specialized sewer cleaning equipment in the performance of duties assigned, including snow clearance and salting or sanding. May perform daily servicing, as required.
6. Performs heavy labor in the cutting and laying of water and sewer pipes using machine or hand tools; performing masonry duties in the construction and repair of brick, block or concrete structures; pumping water from trenches and pits; digging, bracing and backfilling excavations for the purpose of constructing or maintaining water or sewage pipe systems.
7. Tests all city-owned backflow devices; Performs the initial tests on new devices that are installed anywhere in the city, private and/or city-owned; May be required to collect water samples in the distribution system may be required to perform meter reading in absence of Meter Reader.
8. Works in conjunction with contracted backflow testing vendors, receiving test reports and electronic filings via Tokay program.
9. Performs related duties as required.

Qualifications

1. Two years' experience as a water and sewer system maintenance man, pipe layer or equivalent in the construction or maintenance of water distribution and sewage collection systems.
2. Two years' experience operating heavy equipment such as trucks, snowplows, loaders/backhoes, bulldozers, loaders, tractors, etc.; Familiarity with construction equipment operating characteristics and capabilities and ability to operate a loader/backhoe.
3. Knowledge of pipeline construction methods, techniques and safety practices; Demonstrated ability to read and use drawings and utility system maps.
4. Demonstrated ability to supervise other employees.
5. Demonstrated ability to utilize various computer software relevant to the position, such as Tokay backflow computer software and Microsoft office programming.
6. High school education or equivalent.
7. Valid Massachusetts Class B Commercial Driver's License with Air Brake and Tanker endorsements and valid Massachusetts Class 2B License to Operate Hoisting Machinery suitable for operation of a loader, backhoe and catch basin cleaner.
8. Valid Grade 2 Water Distribution System Operator's License.
9. Must possess backflow tester's certificate and cross connection surveyor's certificate

Working conditions

Incumbent may be required to work at any time during the 24-hour day to respond to weather-related or emergency needs. Incumbent may be required to work in inclement weather.

Physical requirements

Ability and agility sufficient to operate valves and similar equipment, climb high ladders on water tanks, enter vaults and confined spaces, walk long distances over uneven terrain, lift up to 50 pounds from the ground to shoulder height, operate pavement breaking and pipeline repair equipment and tools, and generally perform heavy labor.

Direct reports

Supervises water & sewer system maintenance employees, equipment operators, other skilled personnel, and contractors.

Approved by:	
Date approved:	<i>03/2018</i>
Reviewed:	<i>02/2018</i>