



CITY OF POCATELLO CLASSIFICATION SPECIFICATION

Water Mainline Foreman

Department: Water
Date Established: 3/2014

Reports to: Mainline Supervisor
Date Revised: 12/2017

Pay Grade: H11
FLSA Status: Non-Exempt

CLASSIFICATION SUMMARY

The Water Department Mainline Foreman directs, coordinates crews, and performs Water Department installation and repair duties, operating heavy equipment. The Foreman position supervises the Lead positions, directs crews, and coordinates the work of multiple and/or large crews on large scale job sites in addition to operating all equipment in the Department inventory. The job assumes the responsibilities of the Mainline Supervisor as needed.

The job requires knowledge of the methods of water line installation and repair and knowledge of the operation of power tools and equipment such as dump trucks with trailers, excavators, backhoes, loaders, compactors, cranes and equipment transport vehicles. The job requires Class II Drinking Water Distribution Operator certification*.

The job requires the ability to maintain a collaborative and cooperative working relationship with elected and appointed officials, other City employees, other organizations, and the general public.

The work environment is a public street environment that may include exposure to adverse weather conditions, trench excavation, traffic hazards, moving vehicles and heavy equipment at the job site, and hazards involving the use of power tools and equipment. The noise level is generally moderate but with occasional exposure to noisy and/or loud equipment.

The job is an on-call position, responding to emergency situations. Employees designated as immediate response personnel must live 12.5 odometer miles from their usual daily work site and must be able to be at the job site in thirty (30) minutes or less.

ESSENTIAL DUTIES AND RESPONSIBILITIES *(illustrative only and may vary by assignment)*

Directs and coordinates multiple and/or large crews in the installation, maintenance, and repair work on City water mains, hydrants, service lines, valves and storm/sewer.

Performs the duties of the Mainline Supervisor in that employee's absence.

Operates all equipment in the Department inventory including, but not limited to, excavators, loaders, backhoes, dump trucks with pup trailers, water trucks, boring equipment, graders, bulldozers, sweepers, rollers, cranes, equipment transport vehicles, and related water line installation, maintenance, and repair equipment.

Monitors job site for compliance with safety procedures and protocols.

Documents work done at job site to maintain accurate database of City water distribution system.

Assesses job site for marked and unmarked utilities.

Assists plumbers with installation of water lines, service lines, hydrants, and valves. Installs water meters, performs live main line taps, flushes lines and fire hydrants.

Assists in training other employees on operating equipment and plumbing techniques associated with the installation and repair of water system components.

Performs flagging and traffic control duties.

Fills in vacant positions on night and weekend shifts.

Patches utility cuts in pavement.

Performs snow and ice removal on City streets and sidewalks.

Performs basic maintenance on vehicles and equipment.

Performs all work duties and activities in accordance with City policies, procedures, and safety practices.

Performs other duties as assigned. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this position at any time.

CLASSIFICATION REQUIREMENTS

The requirements listed below are representative of the minimum knowledge, skill, and/or ability required for an individual to satisfactorily perform each essential duty satisfactorily and be successful in the position.

Knowledge of:

- Methods, techniques, and objectives of water line installation, maintenance, and repair;
- Methods and techniques of safely operating all Department equipment;
- Employee supervision and training methods, techniques, and objectives;
- Methods, techniques, and objectives of the application of traffic control in accordance with the Manual on Uniform Traffic Control Devices (MUTCD);
- Equipment maintenance methods and techniques;
- State, local, and other applicable building, safety, and health codes and regulations;
- Federal regulations and City policies regarding safe work practices relating to trench excavations and shoring, confined space, use of powered equipment, repair and maintenance vehicles and equipment, power tools, and repair and maintenance materials.

Skill and Ability to:

- Operate all equipment in the Department;
- Supervise, assign tasks to, and train employees;
- Assist plumbers with installation of water lines, service lines, hydrants, and valves;
- Monitor job sites for compliance with safety procedures and protocols;
- Perform road and street repair, including utility cut repair;
- Perform traffic control and flagging duties;
- Perform vehicle and equipment maintenance;
- Operate hand tools, power tools, and equipment;
- Read and interpret technical manuals, blueprints, maps and diagrams;
- Work on multiple projects, set priorities and allocate resources for project completion;
- Use effective judgment to make sound and reasonable decisions and problem solving skills in accordance with laws, ordinances, regulations and established policies;
- Maintain a professional demeanor at all times;
- Communicate effectively in the English language at a level necessary for efficient job performance;
- Demonstrate integrity and ingenuity the performance of assigned tasks and solving problems;
- Plan, prioritize and complete assignments on large scale projects in a timely fashion;

- Understand and comply with all rules, policies and regulations;
- Perform all duties in accordance with City policies and procedures with regard for personal safety and that of other employees and the public.

ACCEPTABLE EXPERIENCE, TRAINING, LICENSES AND/OR CERTIFICATIONS

- High school diploma or GED; and
- Flagging certification;
- CPR and First Aid certification;
- Class A CDL with specified endorsements*;
- Class II Drinking Water Distribution Operator certification*;
- Four (4) to five (5) years of construction experience as a Lead Plumber/Pipefitter is preferred.

An equivalent combination of education and experience that provides the required skills, knowledge and abilities to successfully perform the essential functions of the position may be considered.

PHYSICAL REQUIREMENTS

While performing the duties of this classification, the employee is frequently required to stand, walk, sit, stoop, kneel, bend, use hands to handle materials or manipulate tools, and reach with hands and arms; operate a motor vehicle or job-related equipment; and work in confined spaces. The employee must occasionally lift and/or move up to 100 pounds with assistance. Sufficient visual acuity, speaking ability and hearing capacity to perform the essential functions and interact with the public is required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

***Hiring Note:**

The Water Mainline Foreman position requires a Class A CDL within six (6) months of hire date and Class II Drinking Water Distribution Operator certification within eighteen (18) months of hire. Failure to acquire these certifications by the established date will violate the terms of the position and will result in layoff from the position.