



OLYMPIC VIEW WATER & SEWER DISTRICT JOB DESCRIPTION

Position: Foreman

Reports to: Operations Manager

Salary: \$36.84 – \$39.87 hourly

JOB SUMMARY

This is a leadership position that is responsible for the implementation of District policies, goals and procedures by all field staff and responsible to the Operations Manager.

The successful candidate will be able to evaluate a wide variety of situations, both technical and personnel based, and determine how to combine staff and equipment to reach established goals.

The foreman is expected to be able to critically assess all processes with the goal of safety, efficiency and improvement in mind and make recommendations, where warranted, to the Management Team.

One of the main duties of the foreman is to provide technical support for staff in safe and quality installation water and sewer system, repairs and preventative maintenance to District's property. This is done in accordance with safety, construction and health standards on a 24-hour basis to ensure customer satisfaction, water quality, and fire protection.

STRUCTURE

Employees work in a team environment. The District has established standards for interaction between coworkers, Board members and customers to ensure and promote the District's missions and goals. It is the responsibility of this position to work effectively with both management and staff to create an environment supporting a high level of customer service, attention to individual growth and the maintenance of the water and sewer system.

This position serves in a supervisor position over the Senior Water Treatment Plant Operator and Maintenance Technician 1, 2 & 3 positions and reports to the Operations Manager or General Manager. Verbal communication skills (listening, giving feedback) as well as effective interpersonal and customer relations skills are necessary in a team work environment.

All field staff must be able to inspect, diagnose and problem solve problems as well as read and interpret codes, instruction manuals, regulations, OSHA/WISHA standards, maps and blueprints. The work requires learning and implementing the technical requirements and techniques of water and sewer systems as well as the use of various tools, machinery and materials.

Skills in written communications (read, work orders, directions, and memos) and keeping accurate records are required as is the ability to perform basic arithmetic calculations.

This position is part of Teamsters Local 763 collective bargaining unit and membership in the union is required.

ESSENTIAL JOB DUTIES and SKILLS

The specific statements shown for each task are not intended to be all inclusive. They represent minimal essential elements and criteria considered necessary to successfully perform the job. Other related duties and responsibilities may be required or assigned, as needed.

- Responsible for daily, monthly, quarterly and annual scheduling of work based on need and established goals.
- Works directly with the Senior Treatment Plant operator to ensure that water quality needs are included in all scheduling and all operators are qualified to operate the treatment plant on a standby basis.
- The ability to lead and motivate employees by encouraging communication and ongoing support of agreed upon team concepts.
- Address conflict in an expedient and positive manner.
- A commitment to continuous quality of service and improvement to help guide and achieve the goals of the District is necessary.
- Provides leadership and mentoring to provide an open and supportive work environment for all field operations personnel
- Posses the ability to implement change as requested in a positive and proactive manner.

- Promotes an open supportive work environment that provides opportunity for growth and development of all staff.
- Extensive knowledge of all areas of the operations and maintenance of water and sewer systems, including the repair and replacement of pumps, pipes, SCADA, tanks and reservoirs, PRV stations, lift stations and all other facilities required to meet the District's mission and goals.
- Operational knowledge of project management, construction inspection, current regulatory requirements for water and sewer operations and District construction specification.
- Responsible for the oversight of the maintenance and operation of all equipment required for maintenance, repair and construction of water and sewer mains and appurtenances which may require the ability to read equipment manuals and schematics.
- Responsible for ongoing monitoring of all field operations to ensure the crew has proper tools and equipment to perform required jobs and tasks.
- Monitors crew's progress and performance to assure that adopted standards and specifications are met and resources utilized efficiently.
- Provides constructive input to the Operations Manager to assist in the completion of annual evaluations of Senior Water Treatment Plant Operator, Maintenance Technician 1, 2 and 3 team members.
- Assists in the evaluation of training needed and takes appropriate steps to ensure that each employee receives the appropriate training in a timely manner.
- Ensures that the documentation and recording of all maintenance and repairs is complete and maintained in compliance with adopted procedure and policy.
- Prepares written reports, as needed, for submission to the Operations Manager on a prescribed monthly basis.
- Makes recommendations to Operations Manager for inclusion of items in annual Maintenance and Operations Budget and Capital Budget.
- Evaluates staffing needs and advises the Operations Manager on leave requests, vacation and all training scheduling.

PHYSICAL EFFORT/SENSORY REQUIREMENTS

Work is both physical and administrative in nature and performed both indoors and outdoors.

Combinations of sitting, standing, kneeling, squatting, bending, stooping and walking are compulsory. Lifting 20-50 pounds routinely and 50-100lbs occasionally, with assistance, is required.

ENVIRONMENTAL/WORK CONDITIONS

The Foreman works independently, supporting the crews in their assigned tasks. Certain environments may present hazards, such as those found when working around various kinds of machinery and traffic.

All field staff must be able to see, hear and smell in order to perform signaling and dye tests, detect fumes, odors, and gases and respond to telemetry equipment, being responsive to their own safety, as well as that of other coworkers when exposed to the hazards listed below.

All requirements are subject to possible modification to reasonably accommodate individuals with disabilities, however, some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves, other employees or customers.

Staff members operate in a smoke and drug-free work environment for their health, safety and productivity, as well as that of their customers.

EQUIPMENT

Computer with Microsoft Office, Excel and PowerPoint. Written materials, work orders, schedule charts, notes, computer, and various instruction manuals. All other tools and equipment which may be used for specific crew functions. Future work practices may necessitate the use of different tools and equipment.

MINIMUM QUALIFICATIONS

- High school education or equivalent.
- Five years' progressive experience in a supervisory position in construction, water and sewer utilities maintenance operations and/or water treatment plant operations,
- Experience and/or education in the use of a variety of managements techniques,
- A working knowledge of regulatory, technical requirements and techniques of water and sewer are necessary.
- A current Washington State driver's license, or the ability to obtain one within 30 days,
- A Class B CDL with Tanker and Airbrake Endorsements
- A Clean driving record are required.

The following must be obtained and maintained within one year:

- Washington State Department of Health WDM 3,
- WTPO 3,
- CCS,
- Washington Wastewater Collection Personnel Association (WWCPA) Wastewater Collection 3,
- First aid, flagging certification,
- Completion of "competent person training" in the areas of trenching, shoring and confined spaces.

Vaccinations for hepatitis, polio and tetanus are recommended prior to working in the wastewater area.