

Town of Bargersville Job Description

Job Title: Water Crew Foreman
Department: Water Distribution
Reports To: Water Supervisor
FLSA Status: Non-Exempt/ Hourly
Prepared By: Utilities Administrator
Prepared Date: January 2nd, 2019
Approved By: Utilities Administrator
Approved Date: January 2nd, 2019

SUMMARY

The foreman for the Water Distribution crew is responsible for the day-to-day field service duties of the department to ensure proper maintenance and operations of the Utilities water distribution system.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Have knowledge about how to operate the machinery.
- Be knowledgeable about main and service installations
- Have knowledge about the general system.
- Possess leadership skills, decision making skills, as well as organizational skills
- Lead the crew on projects as designated and assure that activities are completed safely, accurately, and efficiently.
- Lead the crew in a safe manner while reflecting compliance to department policies and training each crew member as needed.

SUPERVISORY RESPONSIBILITIES

Supervisory Responsibilities as assigned.

QUALIFICATIONS To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must possess a Grade DSL Distribution license. Must possess and maintain a Class A CDL driver's license.

EDUCATION and/or EXPERIENCE

High School diploma or general education degree (GED); or one to three months related experience and/or training; or equivalent combination of education and experience.

LANGUAGE SKILLS

Ability to read and interpret documents such as, safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of the organization.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form. Ability to deal with problems involving several concrete variables of standardized situations.

PHYSICAL DEMANDS The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Activity	Check if Applicable	% of Time Spent Doing	Working Conditions	Check if Applicable	% of Time Spent Doing
Standing	X	66%	Automated equipment, machinery		
Walking	X	66%	Moving mechanical parts	X	100%
Sitting	X	33%	High, precarious places		
Using hands & fingers	X	100%	Fumes or airborne materials		
Reaching with hands & arms	X	100%	Toxic or caustic chemicals		
Climb or balance	X	100%	Outdoor weather conditions	X	100%
Stoop, kneel, crouch, crawl	X	100%	Extreme Cold (non-weather)	X	100%
Able to get in and out of vehicles multiple times a days			Extreme Heat (non-weather)	X	100%
Talk or hear	X	33%	Risk of electrical shock	X	33%
Taste or smell	X	33%	Work with explosives		
Lifting up to 10 lbs.	X	66%	Risk of radiation		
Lifting up to 50 lbs	X	66%	Vibration		
Lifting more than 100 lbs	X	66%	Very quiet conditions		
Close vision	X		Quiet conditions		
Distance vision	X		Moderate noise		
Color vision	X		Loud noise	X	
Peripheral vision			Very loud noise		
Depth perception					

Employee Signature: _____

Date: _____

Supervisor Signature: _____

Date: _____

Utilities Administrator Signature: _____

Date: _____