

JOB DESCRIPTION

Water Foreman

Job Classification: Full Time; Non-exempt

Work Schedule: Monday thru Friday, 7am-3:30 pm. Overtime as needed and assigned.

Immediate Supervisor: Public Works Director

Purpose: To provide day-to-day supervision of assigned utility employee and to perform the work necessary for the operation and preventative maintenance of Water treatment plants, pumps, and wells, instruments, vehicles, buildings, and grounds.

Essential Duties and Responsibilities

- Responsible for the day-to-day activities of assigned personnel, including:
 - verifying coverage and ensuring assigned work and normal operational activities are being completed;
 - assigning work details as needed;
 - managing assigned personnel's timecards and time;
 - issuing work orders to assigned personnel;
 - handling conduct, attendance, and other job performance issues of assigned personnel and reporting to the Public Works Director for assistance of the same;
- Performs maintenance of water pumps and wells;
- Maintains potable water distribution system;
- Performs and records inspections, tests, and data on the systems and facilities operations;
- Records measurements, verifies drawings, and records information for proper record keeping and reporting on the Town's facilities;
- Prepares reports required by the Town, the Indiana Department of Environmental Management, the Indiana Utility Regulatory Commission, or other jurisdictional entities;
- Maintains operations and maintenance logs;
- Meets with customers and contractors to discuss and resolve water service issues;
- Chemically treats water for distribution;
- Collects, analyzes, and records water samples for regulatory compliance and process control monitoring for proper operation of the systems; and
- Performs preventative maintenance and emergency repairs and trouble shoots operational problems on equipment and facilities.

Physical Demands / Work Environment

- Physical demands include: digging with shovel/spade; turning water valves; climbing; performing line maintenance in trenches
- Ability to work where exposure to environmental factors may cause discomfort and poses a limited risk of injury; involves exposure to dirt, dust, grease, lab chemicals, high-voltage electrical current, moving traffic, loud noise, odors, and extremes in weather
- Must wear required personal protective equipment for certain job duties and assignments
- Must be able to lift or move up to 100 pounds.

Minimum Requirements

- WTHI and DSL certifications from the Indiana Dept. of Environmental Management
- High School diploma or equivalent
- Must have a valid driver's license; CDL preferred

- Should be proficient in public relations, customer service, and both written and verbal communication
- Should have experience and technical understanding of infrastructure and ability to calculate ratios and dosages
- Must have the technical ability to read, understand, and accurately follow operating instructions;
- Must demonstrate mathematical ability to perform calculations to determine various ratios, dosages, and volumetric calculations that are required for the operation of the Water Treatment Plant
- Must understand and be able to maintain plant processes through computer-controlled equipment
- Must be able to use and understand technical drawings, schematics, and manuals for water facilities and equipment in order to operate and maintain the facilities
- Be reasonably available for overtime work, on call duty and for emergency call-out duty to maintain water service continuously to the public
- Must perform any reasonable function necessary to promote Town operations as requested by supervisor

*Revised 06/2022