

City of Dunedin, Florida
Class Description

JOB TITLE: Water Distribution Foreman

Water: Distribution, Water Division
Public Works & Utilities Department

GENERAL STATEMENT OF JOB

Oversees all technical work to support the daily operations of the City's water distribution system, including the construction, maintenance and repair of system components to ensure the maximum efficiency and effectiveness of potable and reclaimed water distribution for the City of Dunedin. Provides leadership and supervision of subordinate division personnel. Performs related work as required.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

The duties recorded below are representative of the duties of the class and are not intended to cover all the duties performed by incumbents(s) of any particular position.

Oversees staff performing semi-skilled technical work in the construction, maintenance, repair and operation of water main / reclaimed water distribution system components, as well as performing automatic meter reading.

Assigns daily work to employees and Inspects work completed.

Ensures all work is performed in compliance with applicable policies, procedures, laws, codes, safety and health regulations.

Provides leadership and supervision of subordinate division personnel. Reviews the work of subordinates for completeness and accuracy; offers training, advice and assistance as needed.

Plans for the installation, maintenance, inspection, troubleshooting and repairing of water mains, reclaimed water mains, service lines, meters, hydrants and other system components; meets with other City divisions, contractors, utility agencies, and engineers as needed.

Oversees inventory for water distribution and water production, including assigning out parts, receiving inventory, storing inventory, counting inventory, and updating inventory levels in the system.

Operates heavy equipment as required in the performance of daily tasks; equipment includes a backhoe, bobcat, fork lift, trencher, compactor, tractor/mower, dump trucks, etc.; uses other equipment and tools including pumps, tapping machine, welding tools, mechanic's tools, cutting torch, and various other hand and power tools.

Maintains assigned equipment, tools and vehicles.

Receives and responds to customer/public inquiries, concerns and complaints regarding division activities and services; responds to after-hour emergency calls as needed.

**Water Distribution Foreman, Water: Distribution, Water Division
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Performs supervisory duties of Supervisor as required in the Supervisors absence.

Attends meetings, workshops and training to enhance job knowledge and skills.

ADDITIONAL JOB FUNCTIONS

Performs related duties as required.

MINIMUM TRAINING AND EXPERIENCE

Requires a high school diploma or GED equivalent with 7 years of experience in public water systems maintenance and repair.

An equivalent combination of training and experience which provides the required skills, knowledge and abilities may be considered.

SPECIAL REQUIREMENTS

A Class "B" Florida CDL with appropriate endorsements is preferred, or must be able to obtain within 1 year of employment

Requires a DEP Water Distribution I State license.

Will obtain a FW&PCOA Backflow Assembly Maintenance and Repair license within one year of employment.

Will obtain a Reclaimed Field Inspector Certification within one year of employment.

Will obtain a MOT Training Certification within one year of employment.

May require additional certification and training as deemed necessary by the Supervisor.

PERFORMANCE INDICATORS

Knowledge of Job: Has thorough knowledge of the methods, procedures and policies of the City of Dunedin as they pertain to the performance of essential duties of the Water Distribution Foreman. Is knowledgeable in the laws, ordinances, standards and regulations pertaining to the specific duties and responsibilities of the position. Has thorough knowledge of the principles, theories, practices and methodologies of water distribution systems and their maintenance and repair, and other fields applicable to the requirements of the position. Understands specific City and county ordinances as they apply to the duties and responsibilities of the position. Clearly understands any occupational hazards and adheres to all safety precautions inherent in performing the essential functions of the work. Has the ability to speak and understand the English language

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to calculate, compute, summate and/or tabulate data and/or information. Includes the ability to perform subsequent actions in relation to these computational operations. Is able to assemble and analyze information and make written reports and records in a concise, clear and effective manner

Human Interaction: Requires the ability to provide guidance, assistance and/or interpretation to others on how to apply procedures and standards to specific situations. Knows how to maintain effective relationships with personnel of other departments, professionals and members of the public through contact and cooperation. Is able to provide effective employee leadership and supervision as assigned. Is able to help coordinate division activities with others in order to accomplish goals and complete projects.

Equipment, Machinery, Tools and Materials Utilization: Has knowledge of the standard tools, equipment and materials of the trade. Has skill in the care and use of required tools and equipment. Is able to make repairs and adjustments to equipment. Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions, including a backhoe, bobcat, fork lift, pumps, dump truck, hand and power tools, computer, etc.

Verbal Aptitude: Requires the ability to use a wide variety of reference and descriptive data and information.

Mathematical Aptitude: Has the mathematical ability to handle required calculations. Requires the ability to perform addition, subtraction, multiplication and division; to calculate decimals and percentages; to calculate surface areas, volumes, weights and measures.

Functional Reasoning: Requires the ability to apply principles of rational systems. Ability to interpret instructions furnished in written, oral, diagrammatic or schedule form. Ability to exercise judgment to adopt or modify methods and standards to meet variations in assigned objectives. Is able to read and interpret technical materials pertaining to the responsibilities of the job.

Situational Reasoning: Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against measurable or verifiable criteria. Is able to take the initiative to complete the duties of the position without the need of direct supervision. Has the ability to plan, organize and prioritize daily assignments and work activities.

ADA COMPLIANCE

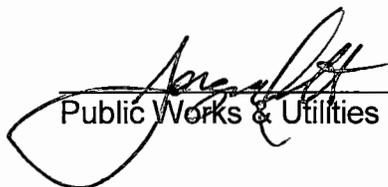
Physical Ability: Tasks involve the ability to exert very heavy physical effort in very heavy work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching and crawling, and some lifting, carrying, pushing and/or pulling of heavy objects and materials (up to 100 pounds) and occasionally heavier items (100 pounds or over). Requires sufficient hand/eye coordination to perform skilled movements, as in mechanical repair work.

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Sensory Requirements: Some tasks require visual, depth, olfactory and auditory perception and discrimination as well as oral communications ability.

Environmental Factors: Tasks require exposure to temperature extremes, smoke/dust/pollen, strong odors, wetness/humidity, toxic/poisonous agents, electric currents, machinery hazards, traffic hazards, and noise extremes.

The City of Dunedin is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the employer will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.


Public Works & Utilities Director

7/22/16
Date