

**Sacramento Suburban Water District
Classification Specification**

Job Class: Foreman (Distribution, Production)

FLSA Status: Non Exempt

Effective Date: June 5, 2019

Definition

Plans, organizes, directs, supervises, and inspects the work of District staff assigned to the Distribution, Field Services, and Production departments that are engaged in the operation and maintenance of the District's potable water production, treatment, and distribution system; operates and maintains processes and equipment associated with water utilities in core areas of water production, treatment, and distribution systems; sampling and laboratory analysis, use of computer information networks and logic controller systems, including Supervisory Control and Data Acquisition (SCADA).

Distinguishing Characteristics

This is the supervisor level responsible for planning, assigning, and evaluating the work of subordinates and is responsible for a program area within a work unit or department. Assignments and potential emergency actions require incumbents to use independent judgment, initiative, and perform essential activities within established operational parameters.

Supervision Responsibilities

Responsibilities include direct supervision of staff.

Examples of Essential Duties

The following duties are typical for this classification. Depending upon the assignment, the employee may not perform all of the listed duties and may be required to perform additional or different duties from those below to address business needs and changing business practices. Management retains the right to add, remove, or change duties at any time.

- Assigns and supervises the work of staff involved in operation, maintenance, and construction of pipelines, pump stations, meters, and other infrastructure needed to operate and maintain the District's water system, including service disconnects and reconnects; billing, water pressure, water quality complaint investigations, and water quality field testing and sample collection, service, and repair.
- Understands, adheres to, and implements regulatory standards set by State, local, and Federal governing agencies.
- Utilize and train staff to operate the District's software programs, such as the Work Management System and the Supervisory Control and Data Acquisition System.

- Coordinates and oversees outsourced projects issued to contractors and vendors, up to and including: field meetings, receipt of proposal, oversight of work performed (inspection), receipt and verification of invoice, and submission of invoice for approval and payment.
- Recognize, comply, and enforce District safety and emergency rules and programs (e.g., Emergency Response Plan, Injury and Illness Prevention Plan, etc.) and related safety requirements.
- Coordinates operations with other District departments to prioritize projects, design planning for new facilities and facility upgrades, and project acceptance.
- Assists with planning and directing various programs, including the Distribution Preventive Maintenance Program, Meter Preventive Maintenance Program, and Underground Service Alert Program.
- Communicates effectively with customers, vendors, and community representatives, and provides appropriate information, referrals, and assistance.
- Assists in developing Employee Performance Evaluations and participates in the development of goals and objectives for assigned staff.
- Provides input for the establishment and maintenance of adequate inventory of repair parts, supplies, and chemicals.
- Assists with oversight and coordination of water transport between other water agencies, including delivery of groundwater and receiving of surface water; monitors flow rates and accumulated volumes throughout the month to ensure accurate reporting.
- Assists with development and administration of budgets; assists with cost estimates and justifications for equipment/tools for budget recommendations.

Minimum Qualifications

Knowledge Of:

- Operating principles, methods, materials and equipment used in water treatment, storage, and production facilities.
- Procedures, methods, tools, and equipment used in the operation of motors, pumps, compressors, electrical panels, automatic controls, valves, timers, and related equipment in water distribution systems and water treatment and production facilities.
- All aspects of water quality, including sampling and monitoring, types of contaminants and potential adverse health impacts, aesthetic qualities (taste, odor, etc.) and applicable local, state, and federal regulations
- District policies, procedures, and standards.
- Mathematical principles related to water measurement and distribution systems.
- Laws, regulations, and ordinances applicable to water distribution systems and water treatment and production facilities.
- Principles and practices of supervision, training, and performance evaluation.
- Principles and practices of budget monitoring.

- Common office computer software and database programs, including the Microsoft Suite of Programs (Word, Excel, Outlook, Access, and PowerPoint).
- Techniques and principles of effective interpersonal communication.
- Principles and practices of good customer service.
- Principles and practices of work safety.

Ability To:

- Organize, implement, and direct staff assigned to the installation, operation, maintenance, and repair of water distribution systems, water treatment and production facilities, and water quality equipment.
- Perform the most complex duties related to the maintenance and repair of the District's distribution system.
- Organize, implement, and direct production operation and maintenance activities.
- Oversee field customer service and distribution repair activities and water treatment and production activities.
- Assist in the development and monitoring of an assigned program budget.
- Oversee and interpret standard water quality tests.
- Proficiently use computers and applicable software.
- Address difficult issues by building consensus and developing appropriate resolutions.
- Interpret and apply District, State, local, and Federal policies, procedures, rules, and regulations.
- Operate motor vehicles, forklift, and various power-driven equipment used in water service work.
- Read and interpret plans, diagrams, blueprints, plant piping, and distribution diagrams and measurements.
- Work assigned shifts and participates in the standby rotation schedule for after-hours call-outs. Gather information and prepare reports.
- Effectively represent District water operations and water quality and production functions with the public, contractors, and other organizations.
- Communicate clearly and concisely, both orally and in writing.
- Supervise, train, and evaluate staff.
- Establish and maintain cooperative working relationships with coworkers, outside agencies, vendors, consultants/contractors, and the public.
- Pass pre-employment physical, drug and alcohol examination, and background check.

Experience and Training:

Experience:

Four (4) years of increasingly responsible experience in facility maintenance and operations work, including two (2) years' journey level experience equivalent to a Production or Distribution Operator II in water treatment/distribution.

Education:

High school diploma or equivalent.

License and/or Certificates:

- Valid Driver's License issued by the California Department of Motor Vehicles and proof of good driving record as evidenced by the absence of multiple or serious traffic violations or accidents for at least two (2) years duration. The driving record will not contribute to an

increase in the District's automobile rates. Individuals who do not meet this requirement due to a physical disability will be considered for accommodation on a case-by-case basis.

- Possession and maintenance of a:
 1. State of California Water Distribution Operator Certificate Grade D3.
 2. State of California Water Treatment Operator Certificate Grade T2.

Working Conditions and Physical Demands

The conditions herein 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 job functions.

- Travels frequently by automobile in conducting District business.
- Communicates orally with District management, coworkers, and the public in face-to-face, one-to-one, and group settings.
- Regularly uses a telephone and e-mail for communication.
- Regularly uses office equipment such as computers and copiers.
- Ability to carry, reach, and lift supplies and equipment weighing up to 70 pounds.
- Ability to push, pull, and maneuver supplies and equipment of varying weights and configurations.
- Ability to stoop, kneel, crouch, crawl, and climb during field repair work.
- Stands and walks for extended time periods on even and uneven terrain.
- Works outdoors as needed in all weather conditions with exposure to dust, dirt, water, and significant temperature changes between cold and heat.
- Hearing and vision within normal ranges with or without correction; must have good color vision.
- Occasionally required to change working hours or work overtime.
- Must wear CalOSHA approved protective footwear with a minimum ANSI I/75 or equivalent ASTM rating.

The specific statements shown in each section of this class specification are not intended to be all-inclusive. They represent typical elements and criteria necessary to successfully perform the job.

APPROVED:

Dated: 6/5/19

By: 
Dan York
General Manager

Employee Statement:

I certify I have read, understand, and acknowledge receiving a copy of this class specification.

Employee Signature

Date