

## **North Marin Water District**

### **DISTRIBUTION MAINTENANCE FOREMAN**

*This class description is only intended to present a summary of the range of duties and responsibilities associated with the positions. Descriptions **may not include all** duties performed by individuals within the class. In addition, descriptions outline the minimum qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

#### **DEFINITION**

Performs variety of skilled work in maintenance, repairs and minor installation of utility grade water distribution facilities with occasional work of sewer systems and directs crew as working foreman, and performs other work as required.

#### **DISTINGUISHING CHARACTERISTICS**

The **Distribution Maintenance Foreman** performs advanced journeyman-level water distribution pipeline maintenance and repair work that requires sound technical knowledge and experience about the District's water and sewer system facilities. The position requires ability to identify and assess District's distribution system weaknesses and recommend repairs as part of the maintenance process. Also, the position requires coordination with all departments within the District, its customers, fire department, county and contractors. Moreover, the position is responsible to carry out final inspections of new distribution construction and installation for compliance with District standards. The Distribution Maintenance Foreman shares in performing Mark and Locate duties in response to Underground Service Alerts.

#### **SUPERVISION RECEIVED / EXERCISED**

Receives general direction and supervision from the Construction/Maintenance Superintendent. Provides close supervision to the distribution maintenance crew, and general supervision of the Construction/Maintenance department staff assigned to perform distribution system maintenance.

#### **ESSENTIAL DUTIES** (include but are not limited to the following)

The duties of this classification require multiple skills and involve responsibility for testing, inspection, repair and maintenance of main line valves including air, zone and blow-offs, valve caps, and other related work; operation, testing, inspection, repair, maintenance and reconditioning of fire hydrants; keeping accurate records of valve and hydrant inspections, operation and maintenance; sets meters in subdivisions and does final inspection of meter boxes, valves, hydrants, etc.; finding and marking all valves during paving projects, including marking the coordinates, digging risers if needed, pulling old rings, marking and painting, leak detection of mains and services, construction block map upkeep and updates, as-built markups, performs minor repairs of mains, valves and services, performs backflow testing; prepares maintenance reports; keeps records and maintains computer maintenance management system. Drives a service truck to and from job locations and is responsible for the truck and supplies and equipment carried. Responsible for instilling esprit de corps and a healthy, positive work attitude in employees supervised. Makes work appraisals of crew members. Must be familiar with safety regulations and see that they are followed. Is subject to emergency call out duty at all times including a willingness to work overtime as needed.

#### **OTHER DUTIES**

Assist other departments when needed, manage small projects, track work orders, conduct final inspection of new construction and installation and as-built markup/verification, planning and coordination of schedules for annual exercise of hydrants, valves and flushing, meter replacements, and training of junior and new staff about distribution maintenance. May be assigned as Pipeline Foreman in his/her absence.

**QUALIFICATIONS** (The following minimum qualifications are necessary for entry into the class)

Education/Experience

Possession of a high school diploma or its equivalent, plus seven years' utility experience including minimum of one year as District pipe worker working on utility-grade water facilities distribution installation, testing, repairs and maintenance.

Knowledge/Skills/Ability

Thorough knowledge of the methods, materials and use of equipment and tools required in installation, repair, testing and maintenance of pipelines, valves, hydrants, meters and associated water distribution equipment, safety rules and precautions relative to such activities, direction and supervision of crews, interpret drawings, diagrams and material lists. Possess sufficient written and verbal communications skills to coordinate with District staff, Novato fire department, City of Novato, Marin County and other agencies and contractors; demonstrated proficiency with computers and word processing software. Good physical condition for vigorous outdoor work and willingness to work overtime during emergencies and/or special projects.

License/Certificates

Possession of a valid Class A California driver's license.

Possession of a California State Water Resources Control Board Grade D2 Water Distribution Operator Certificate.

Possession of a valid, AWWA Backflow Prevention Assembly certificate or obtain within 1 year of placement into this classification.

**WORKING CONDITIONS/PHYSICAL REQUIREMENTS**

The work requires exposure to conditions that may be hazardous or unpleasant. Position requires working in the field out of doors in all weather conditions and involves walking on level and uneven or slippery surfaces, climbing ladders, working in confined spaces, handling noise-producing tools and equipment; kneeling, squatting, stooping, turning, bending, lifting, upper body twisting in the performance of daily activities. The use of the senses of smell and hearing are needed in detecting odors and mechanical equipment conditions. Requires both near and far vision while making visual checks of facilities and working on equipment. Requires light and heavy lifting, pushing or dragging of equipment and supplies in excess of 100 pounds. Employees may be exposed to raw and treated sewage, chemicals, sharp and dull objects, domestic and wild animals, and in general may come in contact with a variety of potentially dangerous working situations that require a combination of good judgment, field knowledge of potential problems, problem identification and solutions. May be exposed to electrical and mechanical hazards and a variety of hazardous chemicals or contaminants. Incumbents also work around moving equipment.

**OTHER REQUIREMENTS**

Per California Government Code, Title 1, Division 4, Chapter 8, Section 3100, "all public employees are hereby declared to be disaster service workers subject to such disaster service activities as may be assigned to them by their superiors or by law."

Approved	CD
Date	09/15/16