

POSITION DESCRIPTION
THIS POSITION WILL REMAIN OPEN UNTIL FILLED

- Job Title:** Water Department Foreman
- Pay Classification:** Full-Time Position at Range 40 (\$4,173 - \$5,074 per month)
- Department:** Public Works Department
- Supervision:** Works under the direct Supervision of the Public Works Director
- Position & Schedule:** Regular Full-time Position. The Workweek shall consist of five (5) consecutive, eight (8) hour days, with a one-half hour uninterrupted lunch period. (Overtime and Call-outs as required)
- Position Summary:** Directly supervises and participates in activities of the Water Personnel in the Public Works Department. Plans, organizes and supervises the operation, repair and maintenance of the Water Treatment Plant, Pump Stations, Head Works and Distribution System; complies with State and Federal regulations; does related work as required.

DUTIES, RESPONSIBILITIES, ESSENTIAL FUNCTIONS:

- Responsible for scheduling and record keeping of Water Department Personnel vacations, overtime and sick days.
- Responsible for the efficient operation of the Water Department Personnel.
- Responsible for Training, scheduling Continuing Education, and Supervising Water Department Personnel performing the duties of Maintenance, Construction and Repair of Water Lines, Valves, Meter Boxes and related operations.
- Responsible for overseeing the Safety of Water Department Personnel by instructing individuals in proper safety procedures and monitoring work in progress.
- Ability to use a variety of Power Construction and Maintenance Equipment used in the Water Department.
- Responsible for organizing work projects and works in the field as a crew member.
- Pays close attention to detail and has the ability to stay current with Local, State and Federal Agencies.
- Responsible for Maintenance of all Water Department Equipment.
- Works with the General Public in a responsible, professional manner.
- Attends or studies Online Continuing Education Classes throughout career and is expected to keep Certifications current.
- Expected to have a full understanding of the operation of the Water Department, with minimal supervision, and to make decisions in the best interest of the City of Seaside.
- Responsibilities: Operation, Maintenance and Repair of:
 - Water Testing (as required)
 - Headworks
 - Water Mains, Valves and Hydrant Rebuilds
 - Water Service Taps
 - Water Treatment Plant
 - Health Department Recordkeeping
 - Reservoirs and Riverside Lake

- Water Booster Pump Stations
- Water Meters and Water Meter Boxes

- Responsibilities continued:
 - Backflow Inspections, Testing and Recordkeeping
 - Irrigation Systems
 - Water Department Shop Area, Inventory
 - Minor Equipment Maintenance
 - Mainline Bridge and River Crossings
 - Headworks Access Road and Gates
 - Meter Reading (Re-reads and special reads)
 - Assists all other Departments as needed
 - Other duties as assigned by the Public Works Director

QUALIFICATIONS AND SKILLS:

Ability to exercise independent judgment in evaluating situations and in making decisions. Demonstrate advanced technical and practical skills relating to Municipal Water Utility Operations including Vehicles, Equipment, Computer Programs, Occupational Hazards and Safety. Team Oriented, must be comfortable with working in the field on projects with the other members of the Water Department.

MINIMUM REQUIREMENTS:

Four (4) years of experience in Public Works plus two (2) years of progressive experience in a supervisory capacity in a Water Department. Must have a High School Diploma or equivalent. Must have a current valid driver's license. (Oregon Driver's License must be obtained within 30 days if out of state applicant) and meet the acceptable driving record per our Insurance Carrier criteria. Certifications – Water Treatment II Certification and Water Distribution II Certification are required. A Filter Endorsement will be required within six (10) months of date of hire. A Water Treatment/Disinfection Level III Certification within 18 months is required. There is a mandatory six (6) month probationary period for this position.

COMPUTER SKILLS:

Have advanced Computer skills including Logging onto Systems, email, document composure, database, create presentations and spreadsheets, download forms and back-up important data. Understanding of SCADA Systems.

SUPERVISORY RESPONSIBILITIES:

Directly supervises all Water Department operations for Treatment and Distribution of the City of Seaside's Water System, supervises a department of at least four (4) Full time equivalent employees (FTE's). Carries out supervisory responsibilities in accordance with the Union represented organization's policies and applicable laws. Appraising worker performance, disciplining employees, addressing complaints and resolving problems in consultation with the Public Works Director.

ENVIRONMENTAL FACTORS:

While performing the duties of this job, the Employee will be working outside under various weather conditions. The Employee will be working near moving mechanical equipment and parts and is

occasionally exposed to wet and/or humid conditions and vibration. The Employee occasionally works in high precarious places and is occasionally exposed to fumes in airborne particles, toxic or caustic chemicals, and risk of electrical shock. Protective gear is supplied for these areas.

The Noise Level in the work environment is usually loud in field settings and moderately quiet in office settings. Protective gear is supplied for noise areas.

JOB TASK SUMMARY:

The physical demands here are representative of those that must be met by an employee to successfully perform the essential manual labor functions of this job. This position requires physical and ability sufficient to perform manual labor for extended periods of time under dirty uncomfortable situations and in all type of weather.

PHYSICAL DEMAND INFORMATION: The following demands have been measured by specific tasks:

Job Task	Amount/Force	Frequency
Sitting	In Truck or at Desk	Frequently 34-66%
Standing	At Jobsites, at desk answering questions	Frequently 34-66%
Walking	At Jobsites, assisting public with Blueprints	Frequently 34-66%
Lifting/Carrying	Moving Materials weighing 20-100 pounds	Occasionally 1-33%
Bending	From Waist and Knee	Continuously 67-100%
Twisting	From Waist (in the ground repairing equipment)	Continuously 67-100%
Reaching	Forward and Sideward	Continuously 67-100%
Handling	Use of hands for fine manipulation	Continuously 67-100%
Grasping	Operation of Hand Tools, answering telephone	Continuously 67-100%
Speaking	Talking to Public and Co-workers	Continuously 67-100%
Hearing	Listening to Public and Co-workers	Continuously 67-100%
Seeing	Same as above	Continuously 67-100%
Smelling	Exposure to toxic fumes or chemicals	Frequently 34-66%
Writing	Notes, Messages	Frequently 34-66%

Salary: Position is regular full-time position @ Range 40 (\$50,076 - \$60,888) per month DOQ, plus benefits. **Submit Cover Letter, City Employment Application and Resume stating qualifications to: Human Resource Department, 989 Broadway, Seaside, OR. 97138. Materials can also be sent to hr@cityofseaside.us. Position is open until filled. EOE**