

PROVO CITY CLASSIFICATION SPECIFICATION	
Title: Water Systems Maintenance Foreman	Job Code: 2505
Date: November 25, 2015	EEO Code: SM
FLSA Designation: Non-Exempt	Civil Service Status: Covered (Unclassified)

DEFINITION: This is skilled supervisory and technical work with responsibility for the construction, operation, and upkeep of Provo City's water distributions system.

CLASSIFICATION STANDARDS: Positions allocated to this class are responsible to the Water Distribution Systems Manager and perform all tasks under his/her general direction. The work of this class is distinguished by its responsibility to directly supervise and assign the daily work of a water systems maintenance crew.

ESSENTIAL DUTIES: Plan, supervise, and participate in the daily activities of water systems maintenance operators; oversee excavating and refilling of ground for water systems projects; supervise cutting of blacktop and breaking up of pavement prior to excavation; oversee installation, maintenance, and repair of water mains, service lines, valves, fire hydrants, fountains, sprinklers, and water meters; oversee rebuilding, testing, calibrating, and changing out of meters; supervise and direct service taps and water line taps on all sizes of pipes; oversee maintenance and repair of equipment; oversee thawing of frozen pipes; oversee all activities associated with the repair of leaky pipes; investigate suspected high or low pressure problems in the system; perform all work of water systems maintenance operators as needed.

Supervise, plan, and coordinate the work of assigned water systems maintenance personnel according to work orders and other priorities; ensure that work of crew is completed accurately, efficiently, and in compliance with established procedures; oversee daily activities of assigned staff to ensure that safety regulations are strictly followed; train assigned staff in applicable work policies, principles, and procedures; monitor employee productivity and work processes to identify training needs and inefficient practices; recommend and implement improvement changes to work processes; and inspect and supervise maintenance of equipment and tools.

Identify, evaluate, and resolve personnel issues; conduct performance appraisals and enact discipline and rewards as needed; assist with staffing decisions within the section including hiring and firing; assist section manager in preparing a timely and accurate budget for assigned area; order parts and supplies; maintain and review a variety of work records, reports, documentation, and work specifications; ensure assigned personnel are trained in all aspects of their assignments and jobs; develop and provide training to assigned personnel as needed; review work of direct reports and serve as a technical resource on complex issues; may act as the section manager in his/her absence; attend and may lead staff meetings; perform other duties as needed.

MINIMUM REQUIREMENTS: Equivalent to a high school diploma; and six (6) years of professional water operator experience. Additional education may be substituted for experience as allowed by the State of Utah to qualify for unrestricted water operator certification.



License(s). Unrestricted Grade IV Utah Water Systems Operator. A valid, lawful commercial driver's license is required.

SELECTION FACTORS: *Knowledge of:* methods and techniques used in the installation, repair, and maintenance of water mains, service lines, hydrants, valves, and related structures; general hazards related to excavating ground and working near underground utilities; related laws, codes, rules, and regulations governing functions of the position; the electrical and mechanical operations and maintenance of water distribution equipment and meters; the various pressure zones within the system; basic English composition, spelling, and grammar; policies and procedures established for the work system including traffic control, flagging, confined space entry, handling chemicals, and sample collection. *Skill in:* interpersonal relations and management as applied to the direction and supervision of employees; confined space entry; using a variety of power tools, hand tools, and other heavy equipment safely in a hazardous environment; troubleshooting electrical and mechanical issues; recognizing and responding appropriately to potential dangers; operating equipment safely in a hazardous environment; reading engineered plans and profile drawings; performing pipe line taps. *Ability to:* perform work with speed and accuracy; enforce safety regulations; repair and install meters; operate process equipment; recognize changes in normal conditions and investigate the cause; communicate effectively both verbally and in writing; deal with the public in a pleasant, courteous, and calm manner in all circumstances and always maintain effective working relationships; exercise independent judgment while evaluating situations and in making determinations; analyze a wide variety of data points to make sound recommendations for improvements; organize assigned work and develop effective work methods; prepare clear, concise, and accurate and informative reports; perform duties in a manner that demonstrates respect, integrity, courtesy, and kindness towards fellow workers, customers, and the general public; demonstrate a high level of commitment to the principles of positive customer service.

TOOLS AND EQUIPMENT USED: Radio, mobile device, motor vehicle, backhoe, front-end loader, boom truck, dump truck, road cutter, tap machines, jackhammer, power valve operating machine, excavator, various hand and power tools, general office equipment and software, specialized software, safety clothing, and other equipment specific to the work.

PHYSICAL DEMANDS: Sufficient physical strength, agility, and eyesight to perform the work which includes lifting up to 50 pounds, driving vehicles and heavy equipment, carrying, bending, stooping, walking over rough terrain, entering confined spaces, and climbing ladders.

ENVIRONMENTAL FACTORS: This work requires exposure to adverse weather conditions, heavy traffic, odors, dark and damp spaces, hazardous chemicals, and other hazardous conditions. *Note: Employees of this class may be subject to on-call status and working weekends and holidays.*

 Department Director	11/25/15 Date
 Mayor/Chief Administrative Officer	11/25/15 Date

NOTE: The above statements describe the general nature and level of work being performed by the person(s) assigned to this classification. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. Class specifications are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, change, or delete any and all provisions of this classification at any time as needed without notice. Reasonable accommodations may be made for otherwise qualified individuals who require and request such accommodation. This class specification supersedes earlier versions.