

**P.U.D. No. 1 OF SNOHOMISH COUNTY
UNION JOB DESCRIPTION**

TITLE: Water Foreman

JOB DEFINITION:

Supervises the operations, maintenance, construction, and storeroom functions of the District's water systems to assure that local, state, and federal regulations are adhered to and that prompt, efficient, courteous service is provided to water utility customers.

DISTINGUISHING CHARACTERISTICS:

Incumbents in this classification assigned to the Lake Stevens Water Operations headquarters are required to establish their residence so they will be able to report to work within thirty (30) minutes after being called.

This is a bid classification subject to CBA article 6.3.4.

BASIC RESPONSIBILITIES:

1. Supervises the operation of all water systems of the District to assure that a safe, adequate supply of water is provided to all customers.
2. Supervises the maintenance activities in all water systems of the District to assure that they are done in a safe and efficient manner and in accordance with District standards.
3. Supervises the new construction work in all water systems of the District, which are done by District personnel, to assure that they are done in a safe and efficient manner and in accordance with District standards.
4. Supervises water utility personnel who are inspecting new construction work, which is being done by contractors, to assure that all work is done in accordance with plans and specifications, adequate records are kept, and that close coordination is maintained with the District's project leader.
5. Supervises the operation of the storeroom function of the water utility to assure proper receipt, issuance, restocking, and inventory of materials.
6. Supervises the response to customer inquiries and utility locate requests, assures prompt, courteous customer service and effective coordination with all projects which could affect the water utility's facilities.
7. Supervises the operation and maintenance of the water utility's source of supply and treatment facilities to assure that safe and dependable water is produced for distribution to customers.

8. Supervises the field portion of the water utility's cross connection control program to assure customer compliance with cross connection control requirements.
9. Assigns subordinates' work to assure that they have opportunities to become proficient in all aspects of Water Distribution Specialist duties while continuing to provide safe, efficient service to customers. Provides additional instruction, where required, and monitors subordinates' progress toward achieving proficiency.
10. Supervises subordinates during work with storage and disposal of hazardous materials to assure that all local, state, and federal regulations and District procedures are adhered to.
11. Performs all duties of the Water Distribution Specialists and Water Workers when circumstances make it practical, necessary, or more efficient.
12. Performs standby and other duties as assigned.

MINIMUM QUALIFICATIONS

1. Two years experience at Water Distribution Specialist Level 5.
2. In addition to meeting all of the qualifications for a Water Distribution Specialist Level 5, this position must have:

Washington State certification as a Cross Connection Control Specialist I and either a Water Distribution Specialist II or Water Distribution Manager II.

3. Ability to communicate verbal and written instructions to and from superiors, subordinates, customers, other District employees, other utilities, and the public.

License, Certification and/or Testing:

- * Successful completion of an interview process.

WORKING CONDITIONS:

- Work is performed at various locations, in all types of weather conditions and in confined spaces such as trenches, vaults, or reservoir.
- Must be able to lift 110 pounds and climb a seventy foot ladder to perform inspections.