

CITY OF LOCK HAVEN, PENNSYLVANIA

Job title: Water Foreman

Work Site: Department of Public Works:
Lock Haven City Hall (20 E Church Street)
Public Works Facility (99 Second Avenue)

Work Hours: (8 Hrs/Day) (40 Hrs/Wk) Monday-Friday

Salary / Benefits: \$23.72 per hour

HEALTH	DENTAL	OTHER
HIGHMARK BC/BS	UNITED CONCORDIA	
Copay: \$15/\$30/\$75	Copay: \$0.00	\$25,000 term life insurance
Deductible: \$0.00	Deductible: \$0.00	\$375 per year in health reimbursements
Individual \$94.14/mo.	Individual	Prescriptions: \$0-\$50 (30-day supply)
Family \$220.54/mo.	\$2.30/month	
	Family \$6.22/ month	

Supervisor: Director of Public Works

Job Summary:

This is a first level supervisory, "Hands On" working foreman position. The foreman performs a variety of supervisory, administrative, skilled, technical, and maintenance work in the planning, construction, operation, repair, maintenance, and replacement of City facilities and systems and exercises close supervision over assigned maintenance workers, equipment operators and office staff.

Essential Job Functions:

- Plans, schedules and implements construction, maintenance, and operation activities designed to provide quality water, sewer, street and drainage service for the city; oversees construction and maintenance work to determine acceptability and conformance to standards
- Trains, supervises and disciplines employees performing the duties of maintenance, construction and repair of water facilities
- Supervises the control and use of, and assumes responsibility for all materials, supplies and equipment used in the maintenance, construction and repair of water systems and other department facilities
- Inspects and supervises the repair of pressure regulators, pumping stations, meters, streets, drainage systems and sewer system at frequent intervals to insure that all aspects of the systems are functioning properly
- Requisitions needed supplies for the department
- Maintain a variety of records relating to personnel, time sheets, equipment, supplies, water consumption and reports
- Advises Public Works Director and other city officials in matters relating to department activities; provides information to various civic, school and public groups and individuals regarding street, water, sewer and drainage problems and services
- Supervises, instructs and assists assigned crews in installing new water and sewer lines, installing and relocating fire hydrants and meters, and maintaining the existing water supply, distribution, and collection systems
- Interacts with and acts as liaison to regulatory agencies as necessary

- Insures that all necessary materials, supplies and equipment are available by maintaining an inventory of parts and materials and obtaining necessary parts, tools and supplies from stock
- Supervises the location of gas, telephone, power, television, water and sewer lines from the appropriate sources prior to excavation and informs crew of such locations
- Responds to complaints regarding billings, water leaks, pressure loss or no water; evaluates situation, determines if liability lies with the city or others; explains findings to property owners and notifies appropriate water crew if necessary
- Contacts residents and business owners in area where services will be discontinued and explains when services will be shut off and how soon it will be turned back on
- Insures the proper maintenance of equipment and tools by supervising and participating in cleaning and checking equipment and tools after use
- Oversees the safety of assigned maintenance workers and equipment operators by instructing individuals in proper safety procedures and monitoring work in progress
- Assists in motivating and evaluating personnel by acting as a liaison between crewmembers and other City supervisors
- Inspects and assists in the control and use of supplies and equipment used in the maintenance, construction and repair of water lines and other department facilities to insure that all equipment is in proper working order
- Analyzes annual operating costs and makes recommendations for department budget.
- Provides recommendations regarding heavy equipment purchases and requisitions all supplies and materials needed for effective department operation
- Must be willing to accept call-outs after hours and in inclement weather

Marginal Job Functions:

- Operates a variety of power construction and maintenance equipment used in the water department.
- Serves on various employee or other committees as assigned.

Qualifications:

- Education: High School graduate or equivalent
- Experience: Five (5) years of experience relating to the construction, repair and maintenance of water, sewer, street, or storm drainage systems including the operation of related maintenance equipment, or
- Any equivalent combination of education and experience
- Must be able to pass background check and criminal history clearance
- Demonstration of Skills and Abilities
 - Valid Pennsylvania driver's license with a CDL license desirable
 - Working knowledge of PennDOT work area regulations, signing requirements and permit process
 - Must possess or obtain within one year DEP Operator Certification, Drinking Water Class E (Distribution)
 - Ability to use computer for word processing, spreadsheets and data entry
 - Ability to maintain records and files and assemble data for reports
 - Ability to exercise good judgement and tact
 - Ability to maintain absolute confidentiality of information
 - Ability to work with minimal direction and supervision

- Ability to effectively communicate with the public
- Ability to effectively communicate with other employees
- Ability to operate public works radio system
- Ability to use classifications, ranges, graphs, charts, measuring devices, clocks, watches, counting devices, photographic equipment, and available technology and instrumentation.
- Must be punctual, neat, and able to write legibly

Physical Performing Elements:

- Lifting, carrying and dragging 50 pounds regularly, 100 pounds occasionally
- Frequent bending, kneeling, reaching and climbing including ladders
- Standing for long periods of time
- Handling and assembling small parts
- Hearing tones, differing volumes and spoken voices
- Smelling scents
- Seeing close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus
- Walking on uneven and slippery surfaces
- Ascending and descending stairs
- Grasping and holding objects by hand using hands and fingers to handle, feel and operate objects, tools and controls and with reach with hands and arms
- Working safely with equipment with moving mechanical parts
- Work safely in wet and humid conditions, in extreme heat and wet, and extremely cold conditions
- Use safety practices to reduce exposure to fumes, airborne particles, toxic or caustic chemicals and reduce the risk of electrical shock.
- Use safety practices to work safely in loud field setting where noise level can be loud

Mental Performing Elements:

- Analyzing and interpreting data
- Problem-solving
- Communicating with the public
- Creating written communication
- Completing written and verbal directions
- Ability to take and change an opinion or point of view
- Basic mathematic operations

When duties and responsibilities change and develop the job description will be reviewed and subject to changes of business necessity.