



Tuolumne Utilities District  
Job Description  
**Distribution Foreman (with D-4)**

POSITION:	Distribution Foreman w D-4 certificate	DEPARTMENT:	Water Distribution
REPORTS TO:	Water Master		
PAY RANGE:	44	DATE PREPARED:	November 2008
INCUMBENT:			

**General Description:**

Under direction of the Water Master, in a lead supervisory capacity, trains and directs the work of maintenance personnel assigned to the water distribution system; participates in the assembly, installation, repair and maintenance of water distribution mains, service lines and appurtenances; interacts with customers on water related problems and complaints; troubleshoots water related problems for other departments of the District; and performs other related work as required.

**Essential Functions:** - *Essential responsibilities and duties may include, but are not limited to, the following:*

- ◆ Provides lead direction, training and day-to-day work review for maintenance personnel assigned to the water distribution system.
- ◆ Performs and supervises waterline draining and loading.
- ◆ Performs and supervises valve exercise, maintenance and operations program.
- ◆ Performs and supervises waterline flushing to assure proper water quality within the system.
- ◆ Responds to main line breaks, analyzes work and equipment required to perform repairs.
- ◆ Responds to customer complaints and works with customers to resolve water problems.
- ◆ Repairs and replaces water meters.
- ◆ Coordinates the repairs and maintenance of pumps and pressure regulating equipment and insures that preventative maintenance is performed on schedule.
- ◆ Works from maps, locating equipment, and/or reference books to locate system works.
- ◆ Assembles, installs, pressure tests, repairs and operates the various valves used by the District.
- ◆ Drills and installs water line connections.
- ◆ Operates trucks, valve operators, jackhammers, concrete saws, pipecutters, tapping machines and milling machines.
- ◆ Confirms facility locations.
- ◆ Performs meter turn-ons and turn-offs.
- ◆ Assists Accounting Department with customer billing.
- ◆ Performs and supervises cross connection monitoring.
- ◆ Works alternate schedules when assigned.

**Qualification Requirements:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge of:

- ◆ Procedures, materials, tools and equipment used in maintaining water mains, service lines, meters, meter boxes, hydrants, vaults, piping systems and fixtures.
- ◆ Safety rules and regulations applicable to water distribution system maintenance.
- ◆ Proper care and maintenance of tools and equipment.
- ◆ Operation and application of Microsoft word processing and spreadsheet software applications.
- ◆ Correct application and usage of the English language, including spelling, grammar and punctuation.
- ◆ Safe work methods and safety precautions as related to the job.

Ability to:

- ◆ Direct, coordinate, schedule and review the work of others in a lead capacity.
- ◆ Work with the public and/or other agencies in the resolution of complaints.
- ◆ Troubleshoot water quality within the system, pipeline breaks and leaks, and analyze work and equipment required to maintain the system and perform repairs.
- ◆ Perform relatively complex repairs, often exposed to inclement weather conditions..
- ◆ Perform a variety of skilled and semiskilled plumbing functions.
- ◆ Repair and maintain faulty meters.
- ◆ Develop and maintain system records and reporting procedures.
- ◆ Read and interpret District maps.
- ◆ Drive trucks and use a variety of hand and power tools.
- ◆ Read, write and make math computations at the level required for successful job performance.
- ◆ Read and transcribe numbers accurately.
- ◆ Use a variety of tools with skill and safety.
- ◆ Understand and carry out oral and written directions.
- ◆ Establish and maintain cooperative and effective working relationships with those contacted in the course of the work.

**Physical Demands:**

*The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to display verbal skills to effectively interface with other staff members and the public; sit and stand for extended periods of time; walk, climb and negotiate uneven terrain; climb, ascend and descend steps and embankments; lift, push, pull and carry up to 75 lbs.; kneel, stoop, bend, squat, use hands to finger, handle, or feel objects, tools and controls, and drive a vehicle in all weather conditions.

Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to adjust focus.

**Work Environment:**

*The work environment characteristics described below are representative of those an employee encounters while performing the essential functions of this position. Reasonable*

*accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- ◆ Outside: Drives a vehicle and performs assigned duties in a variety of weather conditions ranging from snow to 100°F.
- ◆ Inside: Seldom works indoors in a temperature-controlled environment.
- ◆ Fumes/Gasses: Exposure to various vapors from internal combustion engines; exposure to dust generated during construction operations; exposure to fumes from weed control chemicals and waste treatment and collection.
- ◆ Noise/Vibration: Moderate exposure to noise, and moderate vibration from tools and equipment.

**Other Requirements:**

**Education/Certification:**

- ◆ High school diploma or general education degree (GED)
- ◆ Must possess a valid California driver's license, have a satisfactory driving record, and be insurable by the District to operate District vehicles.
- ◆ Must possess a current Water Distribution Grade 4 Certification.
- ◆ Must possess, or be able to obtain within twelve (12) months, certification as an AWWA Backflow Prevention Assembly - General Tester.

**Experience:**

- ◆ Five years experience in the installation, maintenance and repair of water distribution mains, service lines, and related appurtenances.
- ◆ Two years of working and dealing with the public.

**Work Hours:**

7:00 a.m. to 3:30 p.m., Monday through Friday. Subject to change as required to meet the needs of the District. Must be willing to work overtime and/or alternate schedule when required. Must be willing to participate in the on-call standby rotation on a regular basis.