

FOREMAN (WATER)

Code No.: 6-06-005

NON-COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This is a supervisory position involving responsibility for work crews assigned to water installation, maintenance and repair activities in a town or village. The employee may be assigned other related public works duties as required by seasonal or operational demands. General supervision is received from the Commissioner of Public Works or other designated senior-level employee. Incumbent may be required to be on twenty-four (24) hour call seven (7) days per week. Does related work as required.

TYPICAL WORK ACTIVITIES:

Directs the work of crews involved in the repair of water main breaks, and hydrant leaks, and in the installation of new water lines;

Keeps records and maps of water lines, valve locations, meter installations, and hydrant positions updated and on file;

Directs the installation, replacement and repair of water meters;

Checks citizen complaints regarding low pressure, water hardness, dirty water, high bills, and other service problems;

Supervises meter reading and recording duties of assigned crews;

Keeps records on work activities and progress, equipment, parts and tool usage, employee attendance, overtime, citizen complaints and responses, department purchases, etc.;

Assists in planning and implementing of preventive maintenance programs for all water lines and their components;

Shuts off water at corporation or curb cock to permit household repairs;

Oversees meter readings of water brought from outside sources.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Good knowledge of the practices and equipment involved in the efficient installation, maintenance and repair of water system components; good knowledge of the safe and effective use of mechanical equipment used in utility work; good knowledge of basic inventory and record keeping procedures; ability to effectively deal with the public; ability to establish good working relationships with others; ability to supervise the work of others; ability to plan, organize and expedite the construction and maintenance of water utilities; ability to read and understand maps, utility drawings, blueprints and specifications;

ability to measure and compute, using basic math skills; ability to read and communicate well both orally and in writing; ability to follow instructions; ability to keep accurate records; mechanical aptitude; reliability; initiative; assertiveness; good judgment; health commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma, plus two (2) years of full-time or its part-time equivalent paid experience in the maintenance and installation of water lines.

NOTE: Additional experience may be substituted for the high school diploma on a year-for-year basis.

SPECIAL REQUIREMENTS:

Candidates may be required to possess certification by New York State Department of Health for Backflow Prevention Device testing, and/or Grade II Community Water Systems Operator as prescribed by Sub-Part 5-4 of Part 5 of the Sanitary Code.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS AND BOCES

Per Chapter 180 of the Laws of 2000, and by Regulations of the Commissioner of Education, to be employed in a position designated by a school district or BOCES as involving direct contact with students, a clearance for employment from the State Education Department is required.

REVISED: November 10, 1983