

FOREMAN OF DISTRIBUTION

Code No.: 3-14-026

COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This is a supervisory position responsible for the installation and maintenance of the water distribution system of the Monroe County Water Authority. The employee works with various tools and equipment of significant weight and enters confined or restricted spaces, including sub-grade facilities. The employee reports directly to, and works under the general supervision of the Distribution Manager or other higher level staff member with leeway allowed for the exercise of independent judgment. General supervision is exercised over a water system maintenance crew. Does related work as required.

TYPICAL WORK ACTIVITIES: (All need not be performed in a given position. Other related activities may be performed although not listed.)

Supervises a water system maintenance crew and participates in such activities as: the installation and repairs of water mains, valves, house services and hydrants, the cleaning and chlorination of water mains, the installation of meters and meter vaults, the location and repair of curb boxes, the backfill of excavation and preparation of road sub-base for paving, and the investigation and location of reported leaks;

Develops sketches of work performed;

Operates a crew truck and various equipment such as tractors, backhoes, power pipe saws, jack hammers, and hand shovels;

Records material used and crew time worked for property records and payroll;

Prepares trenches including the installation of shoring/sheeting;

Operates and repairs valves, hydrants, and other water system components;

Trains crew members;

Completes annual employee evaluation reports;

Assumes duties of the Distribution Manager in his/her absence as-required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of methods and procedures used to locate and repair leaks; thorough knowledge of methods and procedures used to install and repair various parts of distribution system, e.g., mains, service, valves and hydrants; thorough knowledge of methods and procedures used to excavate for repair and installation of facilities; thorough knowledge of methods and procedures used to re-route and handle traffic; thorough knowledge of methods and procedures used to select and use proper tools and equipment; thorough knowledge of methods and procedures used to assure safe working conditions within the assigned activities; thorough knowledge of sheeting/shoring methods and procedures; good knowledge and understanding of water distribution system and facilities; good knowledge of

pavement construction and materials; good knowledge and understanding of cleaning and chlorinating water mains; ability to exercise leadership and initiative in meeting unusual situations and emergencies at the job site, without direct supervision; ability to operate excavating equipment and vehicles; ability to supervise the work of others; ability to interpret engineering drawings and produce sketches; ability to deal with crew members and the public, particularly in during tense and adversarial situations; ability to work around hazardous utilities such as electric cables and gas lines; ability to maneuver and work in tight quarters and around machinery; ability to communicate effectively orally and in writing; ability to work outdoors in adverse weather conditions; good judgment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma, plus six (6) years paid full-time or its part-time equivalent experience in ALL of the following: maintenance or construction of water mains, water services, hydrants, AND related appurtenances.

SPECIAL REQUIREMENT: Possession of a valid New York State Class *B* Commercial Driver's License (CDL) at time of appointment.

FORMERLY: Foreman of Maintenance (Distribution)

ADOPTED: January 29, 1981
REVISED: August 13, 1987
REVISED: October 11, 1990
REVISED: July 15, 1993
REVISED: September 8, 1994
REVISED: May 5, 2011