



Hi-Desert Water District Classification Specification

Job Title: Production Foreman

Job Grade: 14

FLSA Status: Non-Exempt

Date: March 3, 2011

JOB SUMMARY

Under general supervision of the Director of Water Operations, the Production Foreman assists in the scheduling, directing, and guidance of Production Department personnel including Operators, Cross-Connection, and Valve Maintenance employees. Operates, adjusts, repairs and performs preventative maintenance on, and District pumps, wells, recharge facilities, reservoirs, and equipment. Adjusts and maintains automatic pump control systems, develops and evaluates pumping schedules, gives direction and feedback to Production personnel and other duties as assigned.

ESSENTIAL FUNCTIONS *(include but are not limited to the following)*

*Class specifications are only intended to present a description summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not** include all duties performed by individuals within a classification. In addition, specifications are intended to outline the minimum qualifications necessary for entry into the class and do not necessarily convey the qualifications of the incumbents within the class.*

- Operates, repairs, adjusts, and maintains the District's water distribution system facilities including wells, reservoirs, booster pumps, and hydro-pneumatic systems.
- Operates, repairs, adjusts, and maintains the District's water treatment facilities including but not limited to blending and ion-exchange operations and disinfection application and generation.
- Operates, repairs, and maintains the District's groundwater recharge program and facilities.
- Operates, repairs, and maintains the District SCADA facilities and related hardware.
- Provides scheduling and training to Production Department employees.
- Supervises and evaluates the performance of assigned staff; establishes performance requirements; monitors performance and provides coaching for performance improvement and development.
- Trouble shoots and repairs electrical circuits and components.
- Establishes routine maintenance schedules.
- Schedules and implements routine and emergency tasks and operations as requested by supervisory staff.
- Provides and ensures a safe working environment for the Production department employees.
- Prepares and generates production, distribution, and treatment data for use in internal and external reports and presentations.
- Performs water main flushing.
- Performs shut-downs of distribution mainlines and facilities as needed.

- Keeps abreast and follows state and federal rules and regulations pertaining to the extraction and delivery of potable water and building codes.
- Assists the District Superintendent with long range planning of Production Department needs and budget preparation.
- Responds to emergency and after-hours repair service calls.
- Complete accurate work orders.
- Handles difficult and technical assignments.
- Assists District Superintendent in the preparation of budget items for Production related equipment.
- Changes and develops pumping schemes to ensure the efficient extraction and delivery of water by use of the District's SCADA system and on-site controls.
- On-call duty.

JOB SPECIFICATIONS

Knowledge of:

- Expert working knowledge of procedures, equipment, materials, and tools used in the operation and maintenance of water distribution and treatment systems.
- Expert knowledge of water pump and system operations comparable in size and complexity to the District.
- Procedures, methods, tools, and equipment used in the operation of motors, pumps, compressors, electrical panels, automatic controls, valves, timers, and related equipment.
- Customer relations techniques.
- District safety rules and procedures.
- Mathematical calculations related to pump flows and volumes.
- Knowledge of the District's Cross Connection Control Program and Backflow Prevention.

Skills and Abilities:

- Troubleshoot problems.
- Operate and adjust SCADA system.
- Comprehend urgency of repairs, tasks, and planning.
- Maintain, and repair pumps and associated equipment.
- Operate computer systems and software applications.
- Inspect and diagnose operating problems on pumps, electric motors, engines, valves, automatic control systems, and related equipment.
- Drive a vehicle safely.
- Perform mathematical calculations related to pump flows and volumes.
- Maintain accurate records.
- Provides direction and feedback to pump personnel.

PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS

The essential functions of this position may require the employee to perform the following physical activities. Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

Physical Demands

- Operates District vehicles and equipment in production system construction, maintenance, and repair work.

- Enters and exits a vehicle multiple times daily.
- Must be able to frequently carry, push, pull, reach, and lift equipment and parts weighing up to 100 pounds.
- Frequently stoops, kneels, crouches, crawls, and climbs.
- Walks, stands and crouches on narrow, slippery, or moving surfaces, or uneven terrain.
- Works in an environment with exposure to dust, dirt, and significant temperature changes between cold and heat.
- Communicates orally with District staff in face-to-face, one-to-one, and group settings.
- Regularly uses a telephone and mobile radio for communication.
- Uses office equipment such as computer terminals, copiers, and FAX machines.
- Stands and walks for extended time periods.
- Hearing and vision within normal ranges with or without correction.

QUALIFICATIONS

Education, Training and/or Previous Work Experience

Any combination of experience and training that would provide the knowledge and abilities to perform the position is qualifying. A typical way to obtain the required knowledge and abilities would include the following:

- High school diploma or equivalent.
- Minimum of five years related water distribution and treatment experience.

License / Certificate:

- Possession of a driver's license, issued by the State of California and satisfactory driving record free from multiple or serious traffic violations or accidents for a period of at least two (2) years.
- California Department of Public Health Grade 2 Water Treatment Operator Certificate.
- California Department of Public Health Grade 3 Water Distribution Operator Certificate.
- American Water Works Association Cross Connection Control Program Specialist Certificate.

Other requirements:

- Completion of and satisfactory results of pre-employment drug and alcohol test; physical examination (including x-ray) indicating fitness for duty; DMV record review; and background investigation.
- This is a safety-related position subject to the District's Drug Prevention and Employee Testing Program.