



Hi-Desert Water District Classification Specification

Job Title: Construction Foreman
Job Grade: 9
FLSA Status: Non-Exempt
Date: April, 2011

JOB SUMMARY

Under the general supervision of the Director of Water Operations, the Construction Foreman's responsibilities include heavy equipment operation, basic vehicle and equipment maintenance, various construction tasks as necessary, safety, and other duties as assigned as they relate to capital improvement and the construction and maintenance of a water distribution system. This incumbent in this position has the knowledge and experience to install, maintain and repair water service equipment including valves, mains, hydrants and meters. The Construction Foreman shall, at the direction of the Director of Water Operations, carry out, direct and organize daily tasks and assignments by utilizing District resources. The Construction Foreman will oversee and instruct field crew in duties, functions, and procedures that are required on a daily basis.

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.*

- Expertly performs all functions and tasks required of Water Distribution Operator I, II and III.
- Expertly operates all of the District's heavy equipment, including tractor trailer unit, fork lift, motor grader, water truck, rubber-tired loaders, service trucks, rubber-tired backhoes, and directional boring machines.
- Performs all skilled tasks in maintenance, construction and capital improvement projects.
- Leads and directs capital improvement and construction teams in daily tasks and assignments.
- Maintains accurate information to create a record of as-built drawings
- for construction tasks performed.
- Provides support, mentorship, and guidance to all members of the construction crew.
- Supervises and evaluates the performance of assigned staff; establishes performance requirements; monitors performance and provides coaching for performance improvement and development.
- Recommends changes in goals, procedures, policies, equipment, budget and or personnel to achieve performance efficiencies.
- Deals effectively and courteously with employees, management, customers and the general public.

- Applies, provides maintains, and ensures safe work practices.
- Complies with the District's policies and procedures.
- Is designated as OSHA-compliant Competent Person.

JOB SPECIFICATIONS

Knowledge of:

- Heavy equipment operation procedures, maintenance, and repair.
- In-depth knowledge of materials and equipment used in distribution system construction, maintenance, and repair work.
- Federal, state, OSHA, and District work safety standards and requirements.
- Rules, regulations, and codes applicable to OSHA and District construction functions and trench safety.
- Geography of the District, and location of District facilities.
- Proper traffic control procedures.
- Proper procedure in the utilization of Underground Service Alert.
- Customer service procedures.

Skills and Abilities:

- Ability to direct the work of single or multiple construction crew(s).
- Skills necessary to train and direct construction personnel.
- Ability to read and interpret drawings, diagrams and blueprints..
- Skills required to ensure the proper maintenance, operation, and repair of District construction equipment.
- Ability to learn, follow, and ensure District safety programs.
- Ability to interface with District customers and employees in a professional and courteous manner.
- Skills to establish and maintain cooperative working relationships with management, crews, and other departments.
- Ability to work with little or no supervision.

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 distribution 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 during field maintenance and repair work.
- 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 three (3) years of experience within the water distribution industry including the safe operation of heavy equipment, repair and maintenance of water main lines, hydrants and service connections. Basic knowledge of Cla-Vals and an understanding of pressure reducing stations required. Experience in emergency main line shut downs, and proper knowledge of loading and testing a main is preferred.

License / Certificate:

- Possession of an appropriate California Class A Driver's license, with Air Brake and Tanker endorsement, as 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.
- Possession of a California DHS Grade 3 Distribution Certification.
- Possession of a California DHS Grade 1 Treatment Certification.

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 Federally regulated DOT position subject to the District's Drug Prevention and Employee Testing Program which is conducted in accordance with Title 49 CFR Part 40.