

DISTRIBUTION FOREMAN

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision of the Distribution Superintendent, an incumbent of this position is responsible for assisting in the supervision of and participation in the installation, maintenance, inspection and repair of water mains, service connections, valves, hydrants and appurtenances of a water distribution system. Supervision may be exercised over laborers, and Water Maintenance Workers Grades I and II. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Assists in the supervision of and participates in the installation, maintenance, inspection and repair of the water distribution system;

Confers with the Distribution Superintendent, General Superintendent and technical personnel as required;

Requisitions supplies, materials and equipment as needed; maintains records of water program, equipment and materials used;

Prepares and reviews field sketches;

Prepares and distributes daily work orders to distribution crews;

Keeps records of time and attendance for all distribution department employees;

Locates underground facilities and performs Code 53 Markouts;

Locates leaks and main breaks in water distribution system, makes necessary repairs;

Collects samples of water for analysis;

Notifies customers of necessary interruptions in service;

Instructs subordinates in proper usage and care of equipment;

Available at all times in case of emergency;

May use computer applications such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of the practices, tools, equipment and terminology used in the installation, maintenance, inspection and repair of water distribution system; ability to understand and carry out written and oral instructions; mechanical ability; ability to plan work well in advance, so that daily assignments can be made without loss of time; ability to give effective supervision to lower level personnel; ability to get along well with supervisor and employees supervised; ability to read, understand and prepare plans and/or sketches; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; resourcefulness and imagination in meeting new and unusual maintenance and repair problems; initiative; tact; physical strength and agility; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from high school, trade school or possession of a high school equivalency diploma, possession of a Grade D Community Water Systems Operators Certificate and either: (a) four years of experience as a construction foreman or supervisor; or (b) four years of experience in water distribution and repair work, including two years which must have been as a Water Maintenance Man Grade I or its equivalent or in a supervisory capacity; or (c) a satisfactory equivalent combination of the foregoing training and experience.

SPECIAL REQUIREMENTS AT TIME OF APPOINTMENT: (1) Possession of a valid license to operate a motor vehicle in New York State.