

Memo

To: Village Board
Fr: Craig Berndt
Re: Water Department Foreman Position
Date: October 1, 2015

Attached is the position description for the Water Department Foreman position.

Filling this position was previously approved by the Village Board. This is to approve the position description and salary range. This is an updated position description.

The salary range is proposed as \$55,919 to \$62,456 depending on qualifications.

It is requested that the Village Board approve the position description and salary range.

**VILLAGE OF ALLOUEZ
POSITION DESCRIPTION**

POSITION TITLE: Foreman -- Water Utility

APPROVED: October 1, 2015

REPORTS TO: Director of Public Works

FLSA STATUS:

JOB PURPOSE: Supervises and coordinates the Water Utility, water utility employees, employee work tasks, and water utility maintenance projects. Assigns and reviews work of water utility employees. Assesses water utility problems and determines appropriate actions. Work with contractors including obtaining quotations, developing work scopes, and inspection of utility work. Work closely with the Public Works Director including daily communication. Performs routine operator work as needed.

DUTIES & RESPONSIBILITIES: The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive and other duties may be required and assigned.

Supervises and coordinates water utility employees, employee work tasks, and water utility maintenance projects. Assigns and reviews work of water utility employees.

Assists the Engineering Department in planning and provides a lead role in implementation of water utility projects. This includes problem identification, developing project scopes, preparing preliminary layout of project utility work, and preparing cost estimates.

Assists the Public Works Director with annual budget preparation, ordering supplies, and equipment purchasing.

Routinely communicates and prepares reports to ensure EPA and WDNR regulatory compliance, including the Consumer Confidence Report (CCR) and other regulatory reports including the monthly electronic DMR report to the WDNR.

Maintains records and documentation, and prepares the documentation for the Public Service Commission annual water utility report.

Investigates customer complaints and resolves problems or recommends appropriate action. This includes coordinating the resident requests for water bill credit due to wasted water loss.

Oversees the annual water distribution system leak detection and the annual cross-connection inspection programs.

POSITION QUALIFICATIONS: A 2-year associate degree in water supply and distribution or related field, or a degree in Environmental Science or Civil Engineering; and a minimum of 5 year's work experience in a water utility, public works or governmental supervisory management, in any combination, is required. Must possess a certified water operator license Grade 1. Must possess a valid Wisconsin driver's license. A combination of equivalent experience, supervisory management, and education may be considered.

KNOWLEDGE, SKILLS AND ABILITIES: Ability to communicate effectively both orally and in writing is required.

Knowledge of the methods, practices, materials and equipment used in the operation and maintenance of a water distribution system.

Must possess supervisory and organizational skills; and the ability to coordinate multiple employee work task assignments, coordinate overtime call-ins procedures, assign work tasks based on knowledge of employee skills, check on work progress and modify as needed to complete the work in a timely manner.

Ability to work cooperatively with others and to deal effectively with the public; or any combination of qualifications, knowledge and abilities that yield the necessary qualities to perform the required job duties.

SUPERVISION/DECISION MAKING: Makes recommendations regarding utility problem resolution, projects to be implemented, maintenance requirements, and personnel actions. Makes decisions on daily operations duties and tasks. Makes decisions that affect the water utility operations and budget. Receives general supervision and works alone on routine work from standard practices and procedures.

INTERACTION: Frequent inside and outside contacts with co-workers, suppliers, immediate supervisor and residents. Contacts involve corrections or adjustments where some tact is essential to resolve problems.