



CITY OF DOVER, NEW HAMPSHIRE
Supplemental Position Description

Position: Working Foreman-Utilities	Position Control No: XX-XX-XX-XX
Classification-Series: Working Foreman	FLSA Status: Non-Exempt, Regular FT 40 hrs/wk
Occupational Grouping: Labor & Trade Services	Union - Grade: DPEA - 22
Organizational Unit: Community Services Department	Primary Job Location: Community Services, 271 Mast Road

JOB SUMMARY: Performs skilled work assisting the Superintendent of Public Works and Utilities in the operation and maintenance of the wastewater collection system and water distribution system.

ACCOUNTABILITY: Works under the general supervision of the superintendent of Public Work sand Utilities. Exercises independence and judgment in performing duties. Work is reviewed through conferences, reports, and observation of the effectiveness of division operations.

SUPERVISION EXERCISED: Supervises assigned crew and performs work in completing tasks associated with the operation and maintenance of the water distribution, wastewater collection system and related facilities.

TYPICAL EQUIPMENT USED: Telephone; computer; hand and power tools; pipe taps; curb and gate wrenches; mobile radio; tracing, and metal and leak detection instruments; analog and digital instruments and gauges; light and heavy commercial vehicles .

TYPICAL WORK ENVIRONMENT: Inside: 5% Outside: 95%

DUTIES AND RESPONSIBILITIES (Except as specifically noted, the following functions are considered essential to this position. The listed examples may not include all duties found in this class):

1. Assists with the planning, scheduling and implementation of work order system construction, maintenance operation and construction activities to provide quality water, sewer, street and drainage service for the city.
2. Assists in the training of employees to perform the duties of maintenance, construction and repair of water, sewer, street and storm drainage facilities.
3. Inspects and/or repairs booster pumping stations, reservoir, meters, streets, water mains, drainage systems and sewer system at frequent intervals to insure that all aspects of the systems are functioning properly.
4. Maintains a variety of records relating to inspections, maintenance activity, water supply,

consumption, etc.

5. Determines the locations of gas, telephone, power, television, water and sewer lines from the appropriate sources prior to excavation.
6. Ensure quick response to complaints and corrects problems following established procedures.
7. Drives trucks of various sizes and weights, works in the loading, hauling and unloading of various equipment, gravel and sand.
8. Performs routine inspection and preventive maintenance on assigned equipment and refers defects or needed repairs to supervisor; cleans equipment.
9. Operates light and medium sized construction and power equipment, such as jet truck, backhoe/loader and camera equipment.
10. Keeps an inventory of all materials and parts needed in the operation and maintenance of wastewater collection and water distribution systems.
11. Performs required labor involved in construction and maintenance projects as part of a crew, including pavement cutting, ditch digging, manhole and line cleaning, main and pipe repair, laying and backfilling.
12. Cuts, fits, lays, and repairs taps; cleans and flushes water mains, pipes, gates and fittings on repair of mains; services and installs fire hydrants and drinking fountains; assists in shutting off broken sections of water mains.
13. Services water supply, sewer lift and other pumps.
14. Operates a variety of power construction and maintenance equipment used in water, sewer and street department.
15. Identifies areas of the system in need of repairs or replacement and notifies the Superintendent of Public Works and Utilities.
16. Inspects recording charts, gauges and meters for proper operation.
17. Detects and reports safety hazards, faulty equipment, disorders and breakdowns following established procedures.
18. Assists in the mechanical maintenance and adjustments as needed.
19. Provide a neat, clean, orderly work area and is responsible for assigned equipment.
20. Assists in the operations and maintenance of the water distribution, water treatment, wastewater treatment plant and collection system as required.
21. Maintains availability when requested to meet emergency situations.
22. Assist with snow removal operations and in mitigating the effects of man-made and natural emergencies.
23. Familiar with and executes safe work procedures associated with assigned work.
24. Perform other related duties as required.

TYPICAL PHYSICAL ACTIVITY REQUIREMENTS:

<p>LIFT: -up to 10 lbs.: Frequently required. -11 to 25 lbs.: Frequently required. -26 to 50 lbs.: Occasionally required. -over 50 lbs.: Rarely required. Assistance may be available.</p> <p>CARRY: -up to 10 lbs.: Occasionally required. -11 to 25 lbs.: Occasionally required. -26 to 50 lbs.: Occasionally required. -over 50 lbs.: Rarely required. Assistance may be available.</p> <p>REACH: -above shoulder height: Occasionally required. -at shoulder height: Frequently required. -below shoulder height: Occasionally required.</p>	<p>PUSH/PULL: Occasionally required. TWISTING: Occasionally required. BENDING: Occasionally required. CRAWLING: Rarely required. SQUATTING: Rarely required. KNEELING: Occasionally required. CROUCHING: Occasionally required. CLIMBING: Occasionally required. BALANCING: Not required. GRASPING: Frequently required. HANDLING: Frequently required. TORQUING: Frequently required. FINGERING: Frequently required.</p>
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DURING AN 8 HOUR DAY, EMPLOYEE IS TYPICALLY REQUIRED TO:

<p>CONSECUTIVE HOURS: Sit: 1 hours Stand: 1 hour Walk: 1 hour</p>	<p>TOTAL HOURS: Sit: 2 hours Stand: 4 hour Walk: 2 hour</p>
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COGNITIVE AND SENSORY REQUIREMENTS:

<p>TALKING: Necessary for communicating with others HEARING: Necessary for receiving instructions and information. SIGHT: Necessary for performing job effectively. TASTING & SMELLING: Smelling required for detecting odors and fumes.</p>

TYPICAL WORK SURFACE(S): Service counter; tables; desk & chair; carpet, tile, concrete, and wood floors; ladders, stairs and scaffolding; outside surfaces including flat, sloped and uneven ground; within above and below ground confined spaces; within and above trenches; within operator cabs and on trucks and heavy equipment.

TYPICAL CONTROLS & EQUIPMENT: Key board/pad; computer mouse; electronic, mechanical, hydraulic controls, radio/pager; motor vehicle.

SUMMARY OF OCCUPATIONAL EXPOSURES: Exposure to outside environment including sunlight, extreme temperature (hot/cold), wind and rain; work may be near moving or mechanical parts and on or around heavy equipment. May be exposed to fumes, airborne particles, fuels, solvents, lubricants and toxic or caustic chemicals. May also be exposed to biting insects, poisonous plants, herbicides and/or pesticides.

KNOWLEDGE, SKILL AND ABILITY REQUIREMENTS: Considerable knowledge of methods, materials and equipment used in construction, maintenance and repair of water distribution and wastewater collection systems; considerable knowledge of hazards and safety precautions common to machinery and equipment required in utility maintenance; some knowledge of the principles of engineering as they apply to utility construction

projects; ability to read and interpret blueprints, work orders and plans; ability to organize, coordinate and supervise the work of others; ability to establish and maintain effective working relationships with employees, contractors, the public and other departments; ability to communicate effectively both orally and in writing; ability to prepare reports and maintain records.

EDUCATION/LICENSURE/CERTIFICATION REQUIREMENTS: High school diploma or equivalent, supplemented by courses in wastewater treatment and collection and water treatment and distribution. Four (4) years progressively responsible experience in operations and maintenance of wastewater collection, and/or water treatment and distribution systems. Must maintain valid NH CDL-B with air brake and tanker endorsement, CDL-A with endorsements preferred. Must maintain certificate in Wastewater Collection, Grade IV and NH Water Distribution, Grade III. Water Treatment, Grade I and/or Wastewater Treatment, Grade I certification preferred.

SPECIFIC VOCATIONAL PREPARATION/EXPERIENCE REQUIREMENT(S):

<input type="checkbox"/> 1. None.	<input type="checkbox"/> 6. 1 to 2 years.
<input type="checkbox"/> 2. Short demonstration up to 30 days.	<input type="checkbox"/> 7. 2 to 4 years.
<input type="checkbox"/> 3. 30-90 days.	<input checked="" type="checkbox"/> 8. 4-10 years.
<input type="checkbox"/> 4. 91-180 days.	<input type="checkbox"/> 9. Over 10 years.
<input type="checkbox"/> 5. 181 days to 1 year.	

OTHER CONSIDERATIONS AND REQUIREMENTS: The minimum requirements listed above may be satisfied by having any equivalent combination of education and experience which demonstrates possession of the required knowledge, skills and abilities.

Classification Established: 07/01/96
Job Description Developed: 07/01/96
Reviewed: 02/07/01
Revised: 03/19/14