

KING COUNTY WATER DISTRICT #90
JOB DESCRIPTION

October 2012

TITLE: **Field Foreman**

DEPARTMENT: Operations/Maintenance

REPORT TO: Superintendent

SUPERVISES: Field Crew

SALARY RANGE: \$4,706 To \$6,176



DEFINITION: To safely lead the field crew in the daily operation and maintenance of the water supply system. Supplement the instruction and training of subordinate employees regarding safety, use of equipment, standard installation practices, and water quality standards.

ESSENTIAL JOB FUNCTIONS: — *(Any one position may not include all of the duties listed nor do the listed examples include all tasks which may be found in positions of this class.)*

To lead field crew in all activities that maintains and improves the District's system.

Examples of principle responsibilities to include the following: To direct staff in maintaining reservoir levels, repairing leaks in the water supply system, reading meters, and landscape maintenance. To direct staff in maintaining and keeping in repair District reservoirs, pump stations, pressure regulating valves (PRV), water mains, gate valves, fire hydrants, blow offs and air vac's, services and water meters, and to insure that the water quality remains in regulatory compliance.

Direct water quality programs.

Oversee the installation of water meters, services, fire hydrants, mains and gate valves.

Oversee the maintenance of reservoirs, pump stations, pressure regulating valves (PRV), water mains, gate valves, fire hydrants, blow offs and air vac's, services and water meters.

To direct the routine maintenance of Treatment plant, shop, yard and tank lots.

Communicate with customers and investigate their problems and complaints.
(Customer service)

Oversee the purchase of supplies, inventory materials and safety equipment. Make recommendations to Superintendent to include in budget for major purchases.

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OTHER JOB FUNCTIONS:

Perform other relate duties and assigned.

WORKING CONDITIONS:

In emergency situations must be willing to work any hours as needed. Be able to work in adverse weather conditions. Be required to life tools, equipment, or materials weighing over 100 lbs.

DESIRABLE SKILLS, KNOWLEDGE AND ABILITIES:

Knowledge of:

- › Practices, principles, procedures, regulations, and techniques relating to water distribution operations and water quality
- › Occupational hazards and safety precautions applicable to all phases of work performed in the District.
- › Practices, procedures, and equipment used in District installation and maintenance activities.
- › Water works construction standards.
- › WSHA standards and safety issues
- › Operation and use of a computer
- › Effective communication both oral and written
- › Operation and use of hand and power tools
- › Operation and use of construction equipment.
- › Operate motor vehicles, including but not limited to dump trucks.
- › Water works construction standards.

Ability to:

- › Implement District goals and work plans.
- › Analyze and evaluate District operations and develop and implement corrective action to resolve problems.
- › Establish and maintain effective working relationships with District staff, Board of Commissioners, other agencies and the general public.
- › Communicate effectively, both orally and in writing, with individuals and groups regarding complex or sensitive issues or regulations.
- › Physical ability to perform the essential job functions.

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EDUCATION AND EXPERIENCE:

Candidate must be High School Graduate or Equivalent, must have at least four (4) years water distributions experience and two (2) years of supervisor experience.

LICENSES, CERTIFICATES, AND OTHER REQUIREMENTS

Have a Water Distribution Manager 2 from the State of Washington Department of Health. Be able to acquire a Water Distribution Manager 5 within five year.

Have a valid Washington driver's license, a good driving record, and acquire a CDL within one year. Must have current first Aid/CPR card, Flagging card or have obtained these within one year.