

**TOWN OF HAMILTON, MA**  
**PW WATER DISTRIBUTION FOREMAN**

Department	Public Works
Reports to:	Director of Public Works
Position Status:	Non-Exempt
Weekly Hours:	40
Salary Classification:	Grade 9

**Position Summary/Purpose:**

The purposes of this position are to supervise and perform the safe and efficient operation of heavy equipment and heavy vehicles and power equipment on assign projects or activities of a public services nature which may entail water distribution/water pipe repair and maintenance, etc., as needed. An individual in this position is also expected to perform many different types of maintenance and repair work and manual labor in addition to driving CDL vehicles and operating heavy equipment. The PW Water Distribution Foreman is responsible for supervising crews and maintaining and improving upon the efficiency and effectiveness of all areas under his/her direction and control.

**Supervision:**

*Supervision Scope:* Performs supervisory and varied technical and manual labor duties requiring knowledge of heavy equipment and department standard operating procedures and the exercise of judgment and initiative to accomplish competent service delivery; works independently and in combination with others; incumbent is called upon to handle a significant amount of physical labor.

*Supervision Received:* Works under the direction of Director of Public Works and Assistant Director of Public Works following technical standards related to public works projects, procedures and policies.

*Supervision Given:* Instructs and directs work of Heavy Equipment Operators and Truck Drivers or those working in the water distribution system as needed

**Essential Job Functions:**

*(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)*

- Supervises and operates all heavy equipment (mostly backhoe and front-end loader) for various public works construction and maintenance projects.
- Supervises and performs manual and machine assisted maintenance, repair and construction work of water distribution systems (including water pipe breaks or repair and hydrant repair and replacement),
- Reads water meters, installs water meters, assist with connections related to water service
- Investigates complaints from citizens and resolves various problems with water service, meters, and connections to water service

- Mark out the locations of water lines for contractors under the Dig Safe Program and for those working with the Town.
- Handles water treatment operator responsibilities during weekends, vacations, and vacancies as needed.
- Work with department to purchase appropriate supplies and materials for water distribution maintenance operations
- May fill in for other division Foreman to handle construction projects as needed
- Shovels and plows snow and spreads sand and salt on roads, sidewalks, parking lots, steps, etc. Loads own truck with salt for snow operations
- Spreads sand, gravel and asphalt. Lays asphalt
- Digs and moves materials with hand tools, wheelbarrows, and hand trucks. Loads and unloads heavy materials from vehicles. Assists with stocking operations.
- Monitor and assist with collection of such things as appliances, brush, leaves, etc.
- Assists with preparing, maintaining and performing job site and follow all work safety practices and ensures workers are following safety procedures
- Is subject to call out to respond to emergencies after normal working hours
- Operates and checks vehicles, attachments and tools for correct fluid levels, pressures and general operating condition. Maintains, grease, clean and washes vehicles and equipment reports problems to mechanic

**Other Functions:**

- Performs similar or related work as required, directed or as situation dictates.
- Continue training; keeping current with trends especially for water treatment plants, wells, storage tanks, and distribution systems
- Assists other department staff as needed to promote a team effort to serve the public.
- Required on-call winter with optional off-winter hours paid by stipend

**Minimum Required Qualifications:**

Education, Training and Experience:

Must have a High School Diploma or GED with 4 years of water distribution experience, heavy equipment and heavy vehicle driving experience preferred; or any equivalent combination of education, experience and training

Special Requirements:

Must have and maintain the following: Water Distribution 2 License, Commercial Driver's License (CDL) Class B with airbrakes endorsement, Hoisting machinery license class 2B. A Water Treatment 2 License and/or Confined Space Training desired. Employee must submit to CDL Drug testing regulations.

### Knowledge, Ability and Skill:

- Thorough knowledge of water distribution systems and plumbing related to water service;
- Thorough knowledge of the safe practices of driving heavy vehicles and the operation of heavy equipment;
- Strong knowledge of road and/or storm water construction,
- Knowledge of proper tools to use for different public works maintenance or construction projects;
- Working knowledge of park, cemeteries and playfield maintenance;
- Working knowledge of safety procedures for working in roadways, working with hazardous materials, and working with mechanical equipment;
- Ability to direct and supervise others
- Ability to follow written and oral instructions;
- Ability of work as an individual or part of a team to accomplish a project;
- Ability to read and follow safety procedures;
- Ability to work for long hours and perform physical labor is necessary
- Skill in using snow plows, CDL vehicles, mowing equipment and various power tools and hand tools;
- Aptitude for working with people and maintaining effective working relationships and providing good customer service

### **Job Environment:**

Work is performed in a garage, yard, and field locations including traffic, pipe and road work; usually noise levels are loud. Position entails driving and may be subject to exposure to hazardous substances or materials; working near mechanical moving parts and exposed to electrical shock on occasion; may work in high precarious places. Work is performed inside and out-of-doors in all weather conditions.

Requires the operation of light and heavy trucks and equipment including but not limited to: snowplows, roadside mowers, fork lift, tractors, lawn equipment, and CDL vehicles, brush cutter, backhoe and front-end loader, rented excavator, etc. Also requires the operation of hand tools, power tools, chainsaws and jackhammers

Makes occasional contacts with the general public to handle resident's questions onsite and works with contractors, suppliers or vendors. Most contacts are with fellow employees in the department or other town departments. Communication is frequently in person or by phone

Errors in judgment or omissions could result in delays in service, rework, injury to employees, personal injury, damage to town facilities and potential liability.

## **Physical and Mental Requirements:**

### Work Environment

	None	Under 1/3	1/3 to 2/3	Over 2/3
Outdoor Weather Conditions				X
Work in high, precarious places		X		
Work with toxic or caustic chemical		X		
Work with fumes or airborne particles		X		
Non weather related –extreme heat/cold		X		
Work near moving mechanical parts			X	
Risk of electrical shock		X		
Vibration			X	
Other- Traffic/Roads/trench			X	
Other- Insects/nature			X	

### Physical Activity

	None	Under 1/3	1/3 to 2/3	Over 2/3
Standing				X
Walking				X
Sitting			X	
Talking & Hearing				X
Using hands/fingers to handle/feel			X	
Climbing and balancing			X	
Stooping, kneeling, crouching, crawling			X	
Reaching with hands and arms				X
smelling		X		
Bending, pulling, pushing				X
Other-Driving				X
Other-Standing near trenches		X		

### Lifting Requirements

	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds			X	
Up to 25 pounds			X	
Up to 50 pounds			X	
Up to 75 pounds		X		
Up to 100 pounds		X		
Over 100 pounds		X		

### Noise Levels

	None	Under 1/3	1/3 to 2/3	Over 2/3
Very Quiet (forest, isolation booth)	X			
Quiet (library, private office)	X			
Moderate noise (computer, light traffic)				X
Loud Noise (heavy equipment/traffic)				X
Very Loud (jack hammer work)		X		

Vision requirements

- Close vision (i.e. clear vision at 20 inches or less)
- Distance vision (i.e. clear vision at 20 feet or more)
- Color vision (i.e. ability to identify and distinguish colors)
- Peripheral vision (i.e. ability to observe an area that can be seen up and down or left and right while the eyes are fixed on a given point)
- Depth perception (i.e. three dimensional vision, ability to judge distances and spatial relationships)
- No special vision requirements

*(This job description does not constitute an employment agreement between the employer and employee. It is used as a guide for personnel actions and is subject to change by the employer as the needs of the employer and requirements of the job change.)*

