

**POSITION DESCRIPTION
CITY OF GREENSBURG, INDIANA**

POSITION: Foreman
DEPARTMENT: Water
WORK SCHEDULE: 7:00 a.m. - 4:00 p.m., M-F
JOB CATEGORY: LTC (Labor, Trades, Crafts)

DATE WRITTEN: March 1999

STATUS: Full-time

DATE REVISED: March 2016

FLSA STATUS: Non-exempt

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. The City of Greensburg provides reasonable accommodation to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job, unless the accommodation would cause an undue hardship.

Incumbent serves as Foreman for the Water Department, responsible for supervising site operations and assisting with water system repair and maintenance.

DUTIES:

Supervises and directs assigned personnel, including making and overseeing work assignments and providing corrective instruction as needed. Supervises work sites, including discussing daily work schedule and assignments with Superintendent and dispatching crews according to work orders.

Operates and maintains various vehicles, equipment, hand and power tools in repairing and maintaining City water system, such as wrenches, screw drivers, drills, jack hammer, trencher, shovels, pumps, street and hacksaws, rasps, backhoe, air processor, uni-loader, and pickup and dump trucks.

Returns roads, private property, and other adjacent areas to original condition, including repairing/replacing/raising castings, filling around manholes with asphalt/concrete, and cleaning work site. Ensures proper placement of warning, detour and related signs as needed during repair operations.

Responds to public complaints/inquiries as assigned, including making on-site visits, talking to property owners, locating leaks, and determining responsibility in repairing.

Periodically conducts tours of water treatment facilities, explaining processes and requirements.

Serves on 24-hour call for emergencies.

Performs related duties as assigned.

I. SKILLS AND KNOWLEDGES:

High school diploma or GED; related experience preferred. Possession of or ability to obtain and maintain a minimum of or equivalent to Indiana Department Environmental Management DSL.

Ability to supervise and direct assigned personnel, including making work assignments and providing corrective instruction.

Working knowledge of City utility operations, including functions of various utility sites and properties, and of various regulations relating to the utility departments.

Working knowledge of and ability to make practical application of Department and OSHA safety policies and procedures, and ability to perform basic plumbing and electrical repairs and properly operate a variety of hand and power tools, vehicles and heavy equipment, including wrenches, screw drivers, drills, jack hammer, trencher, shovels, pumps, street and hacksaws, rasps, backhoe, air processor, uni-loader, and pickup and dump trucks.

Ability to physically perform assigned duties, including sitting for long periods, driving for long periods, hearing, close vision, standing/walking for long periods, lifting/carrying objects weighing more than 50 pounds, pushing/pulling objects, reaching, bending, crouching/kneeling, handling/ grasping/fingering objects.

Ability to comply with all employer and Department personnel policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to competently serve the public with diplomacy and respect, including occasional encounters with irate/hostile persons.

Ability to provide public access to or maintain confidentiality of Department information/records according to state requirements.

Ability to effectively communicate orally and in writing with co-workers, other City departments, contractors and the public, including being sensitive to professional ethics, gender, cultural diversities and disabilities.

Ability to understand and follow written and oral instructions, and work with others in a team environment.

Ability to occasionally work extended, evening and/or weekend hours, and occasionally travel out of town for training, but not overnight.

Ability to serve on 24-hour call and respond swiftly, rationally and decisively to emergency situations.

Possession of a valid Indiana driver's license, Commercial Driver's License (CDL) with required endorsements, and a demonstrated safe driving record.

II. RESPONSIBILITY:

Incumbent establishes daily priorities with supervisor, and works according to standard operating procedures, exercising independent judgment in supervising and directing labor crews, determining City/citizen responsibilities in repairing water problems, and ensuring compliance with project specifications and safety policies and procedures. Incumbent's work is periodically reviewed for adherence to instructions/guidelines, soundness of judgment, compliance with Department policy and appropriate supervision or direction of assigned operations.

III. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains frequent contact with co-workers, other City departments, contractors and the public for purposes of exchanging and explaining information, and supervising and directing personnel.

Incumbent reports directly to Superintendent.

IV. PHYSICAL EFFORT:

Incumbent's duties involve sitting for long periods, hearing, close vision, standing/walking for long periods, lifting/carrying objects weighing more than 50 pounds, pushing/pulling objects, reaching, bending, crouching/kneeling, handling/grasping/fingering objects. Duties may involve continuous physical exertion, but prolonged intense physical strain is not associated with normal duties.

V. WORKING CONDITIONS:

Incumbent performs duties in a water plant, vehicle and outdoors involving exposure to traffic, noise, grease, dirt, dust, vehicle and methane fumes, chemicals, extreme temperatures and inclement weather. Incumbent occasionally works in confined areas, such as manholes and pipes. Safety precautions must be followed at all times to avoid injury to self and/or others. Incumbent occasionally works extended, evening and/or weekend hours, and occasionally travels out of town for training, but not overnight. Incumbent serves on 24-hour call for emergencies.

APPLICANT/EMPLOYEE ACKNOWLEDGEMENT

The job description for the position of Foreman for the Water Department describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?
Yes_____ No_____

Applicant/Employee signature

Date

Print or Type Name