

Slippery Rock Municipal Authority

DISTRIBUTION/COLLECTION SYSTEM FOREMAN

JOB DESCRIPTION

Classification Responsibilities: The Distribution/Collection System Foreman is responsible for the direction of the Operation and Maintenance of the Authority's Water Distribution and Wastewater Collection systems which includes all activities related to the installation, inspection, repair, and maintenance of the Water Distribution and Wastewater Collection system including but not limited to; mains, services, valves, and fire hydrants, lift stations, and metering. Duties include: planning, organizing, coordinating, staffing, and directing of the Water Distribution and Wastewater Collection system employees whom perform construction, operation, maintenance, installation and repair of the Water Distribution and Wastewater Collection systems. The foreman is responsible for providing the General Manger with all pertinent information related to emergency water or wastewater problems, issues, and outages. The employee in this class must be on call on a 24-hour basis to cover emergency situations and available to work weekend and holiday rotations. This position is given considerable latitude for independent judgment and decision-making in order to ensure compliance with federal and state drinking water standards. The employee is responsible for maintaining a safe working environment which complies with federal and state guidelines. Foreman is responsible for assuring compliance with the regulations promulgated Department of Environmental Protection.

QUALIFICATIONS

Employee Values: All employees of Slippery Rock Municipal Authority are expected to uphold and exhibit the Authority's shared employee values of Knowledge, Respect, and Integrity. **Minimum Qualifications Required.** Any combination of training, education, and experience equivalent to Four or more years of experience in the planning, operation, and maintenance of water distribution and/or wastewater collection facilities and/or systems.

Special Requirements: Must possess Class A or B operator's license with E distribution/collection and subclass 4 (Satellite collection system with a pump station) endorsements for wastewater and class E drinking water system certificate from Pennsylvania Department of Environmental Protection. Must possess valid Pennsylvania Motor Vehicle Operator's license and be insurable.

ESSENTIAL FUNCTIONS

Communication: Communicates with contractors, developers, and the public in order to disseminate information regarding the Water Distribution system and Wastewater Collection programs resolve related problems and provides project status and updates to the General Manger. Communicates with the General Manger in order to prevent, resolve, or minimize the impact of utility problems

Manual/Physical: Operates a motor vehicle requiring a standard Pennsylvania Driver's License. Operates heavy equipment to perform field work and inspections of job sites, work crews and conditions.

Observes, inspects, and monitors field crew and work being performed to determine compliance with prescribed operating and safety standards and industry standards for operations and maintenance.

Physical: The physical requirements described below must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be requested pursuant to law by individuals with disabilities.

- Corrected vision in order to make visual observations of computer screens, pump stations, grounds and equipment.
- Repetitive bending, twisting, standing, sitting, reaching, walking, stooping, kneeling, crouching and crawling.
- Ability to receive detailed information through oral and written communication and to make fine distinctions in sound, such as when making adjustments on equipment.
- Significant physical labor with lifting up to 75 pounds.
- Ability to convey detailed instructions accurately, loudly, and quickly to other workers when working near machinery.
- Ascending or descending ladders, stairs, and ramps requiring the use of feet, legs, hands and arms up to three (3) stories in height (30').
- Ability to work in confined spaces.
- Ability to work in extreme climate conditions.

Mental: Comprehends and makes inferences from written material in order to analyze data, produce documents, direct staff, and make operational decisions. Prioritizes and assigns work to personnel and prioritizes own work. Develop and update of water system maintenance management system including but not limited to water valves, line break history, fire hydrants, Sanitary Sewer Overflows, manhole inspections and pump efficiency tests. Analyzes utility problems and determines corrective actions. Learns job related material through hands on training and in a classroom setting. Analyzes data in order to make recommendations to management regarding projects for repair and replacement, staffing, and budget. Participates in the long-range planning and design of water infrastructure replacement and maintenance projects. Coordinates work activities and program functions with other Authority departments. Performs mathematical calculations.

Knowledge and Abilities

Knowledge of: engineering related principles and practices applicable to water distribution, water valve operation and maintenance including complex reducing stations, line flushing programs, and fire hydrant maintenance and performance. Wastewater collection systems; principles, materials, methods, and techniques used in the repair and maintenance of sewer lines; safety methods and procedures used in wastewater collection system work; pumping stations, metering, sampling station, and odor control stations.

Ability to: be tactful with the general public and utility customers; learn the rules and regulations of Slippery Rock Municipal Authority; compliance with water distribution and wastewater collection standards and specifications; interpret project plans, blueprints, and diagrams to determine equipment,

materials, and supplies needed to complete project. Understand and established procedures for installing, maintaining, and repairing water and wastewater mains.

Water/Wastewater System Foreman: the duties listed above are intended only as general illustrations of the various types of work that may be performed. Specific statements of duties not included does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change by the Authority as needed.