UTILITY FOREMAN

POSITION SUMMARY

This position is responsible for inspecting and performing complex operations, maintenance, and repair activities in and on Public Works infrastructure and equipment in Water Distribution Wastewater Collection, and Stormwater Collection Systems.

RESPONSIBILITIES

Essential Duties:

- Serves as a lead operator by instructing workers in safety procedures and operational policies.
- Operates heavy equipment, machinery, and specialized equipment used in the operation and maintenance of Water Distribution, Wastewater and Stormwater Collection Systems.
- Install, read, test and repair water meters.
- Conduct annual maintenance and testing of water distribution hydrants.
- Maintain water distribution and wastewater collection facilities.
- Perform routine and preventative maintenance of vehicles and specialized department equipment. Coordinate major equipment maintenance and repair with Fleet Division as needed.
- Perform on-call duties as required.
- Perform other duties of similar nature or level as required.

Knowledge, Skills, and Abilities:

- Knowledge of the Safe Drinking Water Act (SDWA) and Clean Water Act (CWA)
- Knowledge of mechanical, plumbing, and electrical repair and diagnosis.
- Ability to read and understand maps and regulations/policies.
- Ability to fill out required records.
- Ability to make observations and make corresponding operational changes.
- Ability to read and understand environmental compliance requirements.
- Knowledge of operation and maintenance of equipment, tools, machinery, and systems relating to water utilities.
- Ability to use a variety of office equipment including computers and related software applications.

Judgment/Decision Making:

- Perform duties within scope of general city policies, procedures, and objectives.
- Regularly use independent judgment to analyze problems and adapt guidelines to achieve desired results. Exceptions to policies or procedures must be referred to supervisor.
- Make recommendations on departmental and city policies, procedures, and practices.
- Decisions must be accurate to ensure safety of employees and the public.

RELATIONSHIPS

UTILITY FOREMAN

Leadership/Supervisory Responsibilities:

- Leads, trains, mentors Utilities personnel in daily operations.
- Assists supervisor with human resource issues, such as hiring, training, performance reviews and disciplinary issues.

Relations to Others:

- Position requires substantial contact on a regular basis with employees of several City departments along with the public. Contact with the public usually will involve explaining City policies and procedures;
- Entrusted with sensitive information relating to employees and/or City policies or functions;
- Be innovative and creative if necessary to meet the needs of the citizens of the city;
- May make presentations to small groups of employees or the general public as requested.

SKILLS

Education and Experience:

- High School Diploma or General Equivalency Degree (GED) required.
- Three years of experience in a Utility Operator position.
- Or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job.

Special Requirements:

- Valid North Dakota Class A Commercial Driver's License with airbrakes and tanker endorsements.
- Class II Water Distribution System Operator Certification or Wastewater Collection System Operator Certification North Dakota Department of Health pH Certification within 6 months of hire.

WORKING CONDITIONS

Environment:

- Positions in this class typically require: climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, driving, pushing, pulling, lifting, grasping, talking, hearing, seeing, and repetitive motions.
- May be required to work overtime, weekends and holidays; in all weather conditions; under hazardous conditions; on congested roadways, obstructed roads, high structures; around operating equipment; in a noisy environment; with chemicals; and with the physical ability and stamina to perform strenuous physical work associated with roadway maintenance work. Most work will be performed outdoors.
- Incumbent may be subjected to exposure to hazardous substances and the danger of death or disabling injuries due to exposure to the traveling public. Protective measures will be taken to protect employees but the traveling public does not always see or follow these measures. Incumbent must be aware at all times of the possibility these hazards.

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- May be subjected to moving mechanical parts, electrical currents, fumes, odors, dusts, gases, poor ventilation, body fluids, chemicals, inadequate lighting, work space restrictions and intense noises.
- Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of forces constantly to move objects.

Classification: Grade 15 (PW-15)
FLSA: Non-Exempt
Created and updated to new format: 2/28/13
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Updated by: 12/23/2020 by Director Zuroff, Utilities Manager Stack, HR Nameniuk; 2023 Budget change – Title change, grade change from 13 to 14. Approved by Commission 3/7/2023, 1/17/2025 Changed grade level per commission approval of wage study and 2024 budget LH. Classification updated by HR Torgerson to align with the new pay scale, effective June 23, 2025.