

Job Description

Working Foreperson

40 Hours | POS #100000467

Direct Report	Superintendent of Water	Grade	Gr-J \$24.39hr – \$34.08hr
Department	Public Infrastructure	FLSA	Non-Exempt
Division	Water	Bargaining Unit	Union
Date	July 2026	Location	1105 Shawmut Avenue

Homeland Security Emergency Status: Essential

Safety Classification: Safety-Sensitive Position

Summary

This position supervises, directs, and instructs various positions performing work on public infrastructure projects and ensures supplies and materials are available when needed.

Supervisory Responsibilities

Supervision Scope: Supervisors are responsible for signing performance reviews.

Supervision Received: This position receives general direction and supervision from the Superintendent, Assistant Superintendent, and Foreperson.

Supervision Given: This position may have formal supervisory responsibilities over lower-grade employees as required.

Essential Function

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Supervises, directs, and instructs various techniques used in public infrastructure maintenance and repair projects.
2. Assigns daily work orders to the public infrastructure projects to ensure safety requirements are being met and the work is being properly performed.
3. Ensures materials are received and recorded for various public infrastructure projects.
4. Determines repairs, supplies and equipment needed, and tracks through work order system.
5. Facilitates morning meeting for public infrastructure staff to assign daily work.
6. Informs supervisor of work being performed and work being planned.
7. Assists with snow and ice removal operations.
8. Provides effective and efficient customer service and promotes and maintains responsive community and working relations.
9. Performs related duties as assigned.

This position is deemed essential personnel and must report to work during emergency situations.

This position is a typical 40 hr. work week with required availability for after normal hours of operation during emergencies and other departmental needs.

The duties listed above 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. The job description does not constitute an employment agreement between

Job Description

the City of New Bedford and the employee and is subject to change by the City as the needs of the City and requirements of the job change.

Competencies

Technical	Independent Judgement	Thoroughness & Attention to Detail
Communication Proficiency	Customer Service	Organizational Skills
Multitasking	Mechanical	Leadership

Special Requirements

- Subject to Mandatory CORI (Criminal Offender Record Investigation)
- Possession of a valid Massachusetts driver's license and good driving record. Operates a motor vehicle on a regular basis.
- Possession of a valid Class 2A or 2B Excavating License.

Education and Experience

- Graduation from high school or GED equivalent.
- Two to four years of experience in public infrastructure construction and maintenance.
- Any equivalent combination of education and experience.

Required Skills and Abilities

- Equipment, materials, and supplies used in public infrastructure improvements and maintenance.
- First aid and applicable safety precautions.
- Occupational hazards and the proper safety methods and procedures used to avoid or minimize risks.
- Plan, assign and supervise the work of others.
- Work independently with minimal supervision.
- Use technology for record keeping, work orders, and accident reports.
- Understand and follow oral and written instructions,
- Use sound judgement in applying skills and knowledge in all types of situations.
- Perform the same type of work as individuals supervised.
- Communicate effectively, both orally and in writing.
- Establish and maintain effective working relationships with supervisors, coworkers, and the general public.
- Supervising personnel in the safe operation of tools and equipment used in public infrastructure improvement and repair projects.
- Leading personnel to perform the requirements needed to complete the assign tasks.
- Following all necessary safety precautions in the performance of job duties.

Tools and Equipment Used

Job Description

Motorized vehicles, heavy equipment, power and hand tools, chain cutters, tapping machines, pumps, cut-off saws, surveying equipment, phone and mobile or portable radio.

Work Environment

The **Working Foreperson** makes constant contact with other staff, members of the public and City departments. This requires excellent customer service skills. The **Working Foreperson** is expected to operate in an environment where errors can be costly with regard to efficiency of the operation. The Diesel Engine Repair works in different adverse locations and at times outside during inclement weather.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The work environment and exposures described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed both indoors and outdoors; hand-eye coordination is necessary to operate tools, vehicles and various types of construction tools and equipment. Specific abilities required by this job include close vision, prolonged visual concentration, and the ability to adjust focus. While performing the duties of this job, the employee is frequently required to be in a stationary position, move, and communicate; operate, or control and reach with hands and arms. The employee is frequently required to ascend/descend, position oneself to. The employee is frequently exposed to adverse weather and other unpleasant conditions, such as heat, cold, wetness and humidity; dim or bright lights, dust, odors, noise, vibrations, toxic agents, smoke, electrical currents, heavy machinery, fumes, airborne particles, various risks, toxins, and hazardous waste associated with wastewater. The operation of equipment or handling of chemicals requires the exercise of caution. The employee must occasionally lift and/or move up to 100 pounds and occasionally over 100 pounds.

Work Hours

This is a full-time non-exempt position with a typical 40 hours per week with possible availability for after normal hours of operation during emergencies and other departmental critical needs.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice as needed by the City of New Bedford within the scope of departmental needs. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment of the position.