

Job Description

Water Construction Foreperson

FTE | 12-Utilities & Transportation | POS #20000214

Direct Report	Superintendent	Grade	Gr-K \$23.63hr - \$32.99hr
Department	Public Infrastructure	FLSA	Non-Exempt
Division	Water	Bargaining Unit	Union
Date	January 2025	Location	1105 Shawmut Ave.

Homeland Security Emergency Status: Essential
Safety Classification: E1 Critical

Summary

This position directs maintenance, installation, repair and removal of the City's water distribution system.

Supervisory Responsibilities

Supervision Scope: Supervisors are responsible for signing performance reviews.

Supervision Received: Superintendent and/or designee

Supervision Given: Directs subordinate employees as required

Essential Functions

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

1. Directs work crews in the maintenance, repair and installation of various projects associated with the City's water distribution system.
2. Instructs personnel on the proper techniques for maintenance, repair and installation of City-owned water lines, hydrants and other infrastructure.
3. Assigns tasks to crews to complete various assignments for the maintenance, repair and/or removal of water infrastructure projects.
4. Ensures all equipment is kept clean at all times.
5. Directs crews in the operation of proper shoring, trenching and repairing of water distribution lines.
6. Directs crews in the proper pressurization of new water distribution lines and hydrant flushing.
7. Directs crews on snow and ice removal operations.
8. Drives several sizes of trucks.
9. Assists with water main repair, maintenance and replacement including water hydrant installation.
10. Assists with locating water distribution lines for private construction.
11. Prepares work assignments including the dissemination of supplies and equipment needed to complete the assignment.
12. Maintains records of equipment and supplies used, and prepares reports related to assignments.
13. Provides effective and efficient customer service, and promotes and maintains responsive community and working relations.
14. Performs related duties as assigned.
15. **This position is deemed essential personnel and must report to work during emergency situations.**

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 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.

Job Description

Competencies

Leadership	Independent Judgment	Thoroughness & Attention to Detail
Organizational Skills	Communication Proficiency	Problem Solving
Prioritization	Expert Reporting	Collaborative Skills

Education and Experience

- Graduation from high school or GED equivalent.
- Two years of additional technical training and four to six years of experience in public infrastructure construction and operation of construction equipment and machinery.
- Any equivalent combination of education and experience.

Licenses/Certifications

- Possession of a valid Massachusetts Class 2A and 2B Excavating License or the ability to obtain one within six months of hire.
- Ability to obtain Massachusetts D3 Water Distribution Operator License or higher.

Required Knowledge, Skills, and Abilities

- Materials, methods, practices, techniques and equipment used in public infrastructure construction and maintenance projects including water distribution line installation and pressurization.
- Operating standards and the use of specialized construction equipment.
- Occupational hazards, and the proper safety methods and procedures used to avoid or minimize risks.
- Plan, assign and supervise the work of others.
- Understand and carry out instructions.
- Read and interpret blueprints and engineering drawings.
- Work independently and multi-task.
- Exercise considerable independent judgment and discretion in carrying out work details and allocating work to subordinates.
- Perform minor maintenance on equipment and machinery.
- Perform light and heavy physical tasks under varying weather conditions, and work in confined spaces as well as deep trenches.
- Establish and maintain effective working relationships with supervisors, coworkers and the general public.
- Operating all types of tools, equipment, vehicles and machinery.
- Water distribution line installation, maintenance, repair and removal.
- Snow and ice removal operations.
- Leading and directing others on techniques for infrastructure construction and maintenance projects.

Special Requirements

- Mandatory Criminal Offender Record Information (CORI) background check.
- Operates a motor vehicle on a regular basis.

Tools and Equipment Used

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

Job Description

This position makes constant contact with other staff, members of the public and City departments. This requires excellent customer service skills. Expected to operate in an environment where errors can be costly regarding the efficiency of the operation. Could be assigned to various divisions within the department as needed.

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. The operation of equipment or handling of chemicals requires the exercise of caution.

Physical Requirements

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 mostly 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 sit, stand, walk, talk and hear; use hands and fingers to handle, feel, or operate objects, tools, or controls and reach with hands and arms. The employee is frequently required to climb, balance, stoop, kneel, crouch or crawl. 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 public infrastructure maintenance. The operation of equipment or handling of chemicals requires the exercise of caution. The employee must frequently lift and/or move up to 50 pounds and occasionally in excess of 50 pounds.

Work Hours

This is a full-time, non-exempt position that requires varied schedules, weekends, nights, with the required 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 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.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.