

Pine Strawberry Water Improvement District
PO Box 134, Pine AZ 85544 (Mailing address)
6306 W Hardscrabble Mesa Rd, Pine AZ 85544 (Office location)
(928) 476-4222

FIELD SERVICES FOREMAN

Position: Field Services Foreman
Category: Full Time - Nonexempt
Department: Field Operations
Reports To: Field Services Manager
Schedule: Monday-Friday, 7:00 AM-3:30 PM.

Pay Range: \$40,500 to \$65,000 per year
Dependent on Experience & Qualifications

JOB SUMMARY:

Under general direction of the District Manager and/or the Field Services Manager, assists with the planning, scheduling, and implementation of construction maintenance and operation activities designed to provide quality water services for the District. This is a working supervisory position that will perform field duties with the water crew as needed.

SUPERVISION:

This position has supervisory responsibility. May be required to temporarily fill in for the Field services Manager in their absence.

DUTIES AND RESPONSIBILITIES:

Essential functions, as defined under the Americans with Disabilities Act, may include any of the following tasks, knowledge, skills and other characteristics. This is not intended to be a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.

- Employees will support the District's policies and role model these behaviors by:
 - a. Cultivating a positive work environment.
 - b. Providing quality customer service and maintaining productive working relationships.
 - c. Prioritizing and setting manageable goals.
 - d. Being efficient with time at work.
 - e. Communicating effectively with management, staff, customers, and visitors.
 - f. Being flexible and taking criticism constructively.

- Employees will support compliance-related items by:
 - a. Following internal procedures and external regulations.
 - b. Bringing compliance issues to the attention of management.

Initial: _____
Supervisor: _____
Employee: _____

- c. Working collaboratively in all facets of position to meet position requirements and support District goals.
- d. Conform with all safety rules and use all appropriate safety equipment.

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

- Install, maintain and repair water distribution systems components, including mains, service lines, pumps, meters, valves, and fire hydrants
- Assist in maintaining water quality by taking water samples and maintain proper operation of water treatment equipment.
- Turn water service on and off; installs new water services, change broken meters, check well pumps, drip oil and generators for fuel, oil, radiator, and battery water; locate and blue-stake water mains and service lines to prevent accidental destruction, read/re-read and record data from residential and commercial water meters; collect periodic water samples for laboratory testing
- Conduct various inspections on construction, new installations and repairs, ensures all water work complies with District code; review plans for new and existing construction; monitors pretreatment program for compliance with District Code
- Inspects and/or repairs chlorine machine, booster pumping stations, meters, system at frequent intervals to ensure that all aspects of the system are functioning properly
- Maintains a variety of records relating to inspections, maintenance activity, water supply, consumption, etc.
- Determines the locations of gas, telephone, power, television, water and sewer lines from the appropriate sources prior to excavation
- Responds to complaints regarding water leaks, pressure loss or no water; evaluates situations, explains findings to supervisor
- Contacts residents and business owners in area where services will be discontinued and explains when services will be shut off and how soon it will be turned back on
- Insures the proper maintenance of equipment and tools by cleaning and checking equipment and tools after use
- Drives trucks of various sizes and weight in the loading, hauling, and unloading of various equipment, grand and sand
- Performs routine inspection and preventative maintenance on assigned equipment and refers defects or needed repairs to supervisor; cleans equipment
- Performs all duties in conformance to appropriate safety and security standards. Performs required labor involved in construction manhole and line cleaning, main and pipe repair; laying and backfilling
- Cuts, fits lays, repairs, taps, cleans, and flushes water mains, pipe, gates and fitting on repair of mains and services and installation of services, fire hydrants and drinking fountains; assists in shutting off broken sections of water mains
- Services water supply, sewer lift and other pumps

- Operates a variety of power construction and maintenance equipment used in the water, sewer and street department
- Perform related duties as assigned

Education and Experience Required:

High school diploma or GED equivalency certificate and four (4) years of full-time experience in mechanical/plumbing, public utility repair work, utility construction. Experienced in the operation of equipment such as a backhoe, front end loader or dump truck. Must have at least 2 years of supervisory experience.

Certificates, Licenses, Registrations:

Required:

- Must possess a valid State of Arizona Driver’s License
- ADEQ Grade 4 water distribution and Grade 3 water treatment certification preferred – Grade 3 distribution and Grade 2 treatment required. Must obtain the higher grades within 1 year of hire.

Other

- Ability to work schedule required to fulfill duties of position. At times, individual must be able to work in a fast-paced environment with ability to handle and prioritize multiple, competing tasks and demands and to seek supervisory assistance as appropriate.
- Individual must be flexible on-call 24 hours per day to meet emergency needs.
- Position is subject to overtime, holiday, and weekend work.

Skills and Abilities

- Skill in the methods and tools of the plumbing, and building trades
- Skill in operating a variety of construction equipment, including backhoe, trencher, front end loader, tap machine, dump truck
- Strong ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to represent the District effectively in a variety of settings with diverse community members.
- Strong communication and interpersonal skills (both oral and in writing).
- Comfortable working under pressure with strict deadlines.
- Strong attention to detail and well organized.
- Must be a self-starter, able to work independently as well as work effectively with teams of co-workers.

- Ability to perform simple math calculations including decimals, percentages, principles of fractions and interpret graphs.
- Must be able to maintain a calm, non-defensive attitude during crisis or potential crisis situations.
- Ability to read and comprehend basic instructions, correspondence, and memos.
- Ability to write reports and correspondence
- Handle multiple projects simultaneously.

Computer Skills:

- Word Processing (MS Word)
- Spreadsheets (Excel)
- E-Mail
- Power Point
- Internet (moderately proficient in using search engines)
- CMMS programs
- GIS Usage (not required to be a GIS programmer)

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

While performing the duties of this job, the employee is regularly required to talk and hear. The employee is regularly required to stand, walk, sit, use hand to finger, handle or feel objects, tools, or controls; and reach with hands and arms. Employee may be required to carry, push/pull objects and materials up to 80 pounds. Specific vision abilities required by this job include close vision, ability to adjust focus, and manual dexterity in combination with eye/hand coordination.

Employee is exposed to climatic outdoor weather conditions

- work near moving mechanical equipment and parts;
- work in precarious places;
- exposed to fumes and/or chemicals, and airborne particles

Noise level is usually moderate.

District has multiple work sites and individual will be required to drive between these work sites.

The above statements are intended to describe the general nature and level of work performed by people assigned to this job. They are not intended to be an exhaustive list of responsibilities, duties and skills required of personnel so classified. Other functions may be assigned and management retains the right to add or change the duties at any time.

Equal Opportunity Employer

All qualified applicants will receive consideration for employment without regards to age, race, color, religion, sex, disability, veteran's status, national origin, genetic information, or sexual orientation. Reasonable accommodations for persons with a known disabling condition will be considered in accordance with State and Federal Law.