



# Memo

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TO: Public Works Committee  
FROM: Ed Andrews, Public Works Director  
SUBJECT: Dist / Collection Foreman Position Consideration  
DATE: September 29, 2017

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In this year's budget, consideration of elevating one of the current Laborers into a Foreman position in the Distribution / Collection Department was made. The Foreman position would help with the transition of any retirements within this Department.

Additionally, it has been discussed and included in the description to have this position become Class D (Water Distribution) and Collection System Certified with the IEPA.

This would potentially increase from a Laborer 1, Pay Grade 56 (\$18.07/Hr) to an Assistant Operator, Pay Grade 62 (\$19.47/Hr).

cc: File

CITY OF WASHINGTON  
POSITION CLASS SPECIFICATION  
**WATER & SEWER MAINTENANCE FOREMAN**

**NATURE OF WORK**

Appointed by the City Administrator, and under the supervision and direction of the Water and Sewer Maintenance Supervisor, this field technical position as Foreman is to direct the day to day activities of the Water and Sewer Maintenance Division in the absence of the Water and Sewer Maintenance Division Supervisor

Work involves responsibility for the effective and efficient maintenance and repair of the City's potable water supply distribution system and sanitary sewage collection system.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

Takes direction from the Water and Sewer Maintenance Supervisor and supervises subordinates in the Supervisors absence

Maintains harmony among workers at all times

Follows safety precautions necessary and assures subordinates are as well

Determines daily and weekly work plan in the Supervisors absence

Monitors ongoing status of accomplishments of the work plan

Works to improve efficiencies when and where appropriate and with the Supervisors' approval

Performs various inspections of construction and repairs to the water supply distribution and sanitary sewage collection

Also performs all the duties and responsibilities required by other members of the Water and Sewer Maintenance Division

**PERIPHERAL DUTIES**

Assist in the City's snow plowing and ice control program

Assist with maintenance of City buildings and grounds

Assist with storm damage control and clean-up activities within the City

## REQUIREMENTS OF WORK

### Education and Experience:

Graduation from a standard senior high school or GED equivalent

### Knowledge, Skills and Abilities:

Ability to work safely

Ability to operate various equipment including dump truck, sewer jetter/vacuum truck, portable engine driven pump, jackhammer, air compressor, concrete saw, chain saw, and pipe cutter

Ability to perform basic math computations using addition, subtraction, multiplication and division

Ability to perform linear measurements

Ability to make plan and profile view sketches of water mains and sewer lines

Ability to communicate effectively both verbally and in writing

Ability to understand and carry out written and oral instructions

Ability to work un-scheduled overtime, including weekends and holidays

Ability to work independently with minimum oversight

Ability to establish and maintain effective working relationships with fellow employees under the Foreman's supervision, and other departments and public

## SPECIAL REQUIREMENTS

A valid Illinois State motor vehicle operator's license and valid Commercial Driver's License (CDL), or ability to obtain within one month of employment

Must live within proximity of the City of Washington to enable employee to report to work within 15 minutes of being contacted during off-duty hours

Must also have or the ability to obtain the following certifications within 1 year of being assigned to the Foreman position

- Class D - Requires graduation from high school or equivalent and six months responsible experience in a Class D water supply operation (pumpage, storage or distribution)
- Collection System Operator: 1 year collection system operating experience and high school education or equivalent

## PHYSICAL DEMANDS

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

Work is performed primarily in an outdoor setting. Hand-eye coordination is necessary to operate the tools and equipment

While performing the duties of this job, the employee is frequently required to stand, walk, use hands to fingers, handle, feel or operate objects, tools, or controls, and reach with hands and arms. The employee is often required to sit, climb or balance, stoop, kneel, crouch, or crawl, talk or hear, and smell.

The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to one hundred fifty (150) pounds. Specific vision abilities required include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

## WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee frequently works in outside weather conditions. The employee often work near moving mechanical equipment and in open excavations up to 15 feet in depth and is often exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration.

The noise level in the work environment is often moderate to loud.