

Whitinsville Water Company
Distribution System Foreman

SUMMARY: Whitinsville Water Company (WWC) is a private water utility with a full-time staff of 11 and serves drinking water to portions of Northbridge and Sutton, Massachusetts. The company operates two water treatment facilities and about 80 miles of water distribution system. The company also provides contract operations for nearby water systems as well as water infrastructure repair services. This is a responsible professional work classification. This position will be responsible for all facets of water operations in the company with an emphasis on distribution system construction and operation activities. This individual is required to have a Massachusetts hoisting license sufficient to allow operation of backhoe and mini excavator. Experience leading a crew to install or repair water mains/services and other appurtenances is required. This individual is requested to have an appropriate Massachusetts Commercial Driver's License A or have the ability to obtain within one year. This individual is requested to have a Grade 2 Massachusetts Drinking Water Distribution license (or higher) or the ability to obtain within one year. Employee is expected to follow the company Code of Conduct at all times.

ESSENTIAL DUTIES AND RESPONSIBILITIES (includes, but not limited to, the following): This position is considered a leadership role in respect to the operation and maintenance of the distribution system and construction activities. General oversight of a crew of two other operators to make repairs/improvements to the water system. Performs daily operation activities with water system including monitoring all excavations and repairs to water system appurtenances including but not limited to water mains, services, hydrants, and related facilities/equipment and meters. Install new facilities and equipment. Operates as the leader on jobsites taking full responsibility for the jobsite, with ability to teach, explain and demonstrate to other operators proper methods and procedures and safety requirements. Is responsible for all construction activity preparation, execution, and documentation. Is responsible to interact with the public appropriately. Is fully responsible in a leadership manner for all activities in relation to all distribution and construction activity at WWC. Is responsible for himself and the construction crew to maintain all company safety standards at all times without exception. Is responsible to maintain a safe and clean work area and environment. Performs system maintenance on facilities/equipment and/or replacement of existing facilities/equipment as required. Is expected to have sufficient mechanical skills to safely and properly maintain all distribution and construction equipment. Performs minor maintenance and repairs on company vehicles and small

equipment as required by the company. Completes administrative tasks such as documentation of work completed, completion of work orders, timesheet, reports to manager, etc. Position may require overtime/on call work. May conduct service calls to customer locations and interact with customers to meet customer needs. May conduct hydrant flushing (3rd shift) and emergency repairs during regular or non-regular business hours. Is expected to be available to the company for emergency events during non-regular business hours that may require the Foreman's expertise. Conducts all activities requested of the Operations or General Manager to achieve company goals.

Operator will also assist with monitoring of treatment facilities, monitoring of pump stations and tanks. Trouble shoots problems at water facilities and takes corrective action. Performs repair and maintenance of station equipment. Performs daily pump station inspection rounds; drives to the pump station locations throughout the surrounding area to inspect the facilities and records data as required. Follows the proper SOP for each facility and provides constructive input regarding SOP's as well as other operational policies. Verifies readings to confirm proper pump station activity and records readings. Takes daily water quality samples from facilities and throughout town to monitor water quality. Fills chemical tanks, adjusted chemical feed systems, monitors analyzers, and monitors SCADA system at facilities. Adjusts pumps, valves and operational equipment as needed. Conducts all activities required to properly operate and maintain water treatment and pumping facilities. A basic understanding of water treatment operations, water facility mechanical skills, and SCADA systems is desirable.

The above description should not be construed as to limiting miscellaneous functions the employee may be asked to perform outside of those listed.

QUALIFICATIONS: To perform this job successfully, an individual must perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE: High School diploma or general education degree (GED) a minimum; technical degree/certification in water related science field is desired. Three to five years experience in a similar position is desired. Basic computer knowledge/experience is required.

LANGUAGE SKILLS: Ability to read, analyze interpret and respond to common inquiries or complaints from customers, regulatory agencies or members of the business community. Ability to present information to top management or public groups.

MATHEMATICAL SKILLS: Exceptional mathematical skills are required for this position. Ability to apply concepts such as fractions, percentages, ratios and proportions to practical situations.

REASONING ABILITY: Plan interpretation and regulation comprehension is essential. Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to follow all safety standards.

CERTIFICATES, LICENSES, REGISTRATIONS: Valid Massachusetts Hoisting License commensurate with company needs, Massachusetts Commercial Driver's License commensurate with company needs or ability to obtain, and Commonwealth of Massachusetts Grade 2 Drinking Water Distribution license (or higher) or ability to obtain.

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. Work envisioned in this job category includes facility and water system operation and maintenance.

While performing the duties of this job, the employee is regularly required to stand, walk, use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear. The employee is occasionally required to sit. The employee must regularly lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and 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 enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to wet and/or humid conditions and toxic or caustic chemicals. The employee is frequently exposed to moving mechanical parts, fumes and or airborne particles, risk of electrical shock, and vibration. The employee is occasionally exposed to elevated areas, outside weather conditions; cold, and heat. Noise level in work environment may be loud.

COMPENSATION: This position is a minimum 40-hour position, Monday through Friday 7:30 a.m.-4:00 p.m., with some on-call duties weeknights and weekends. Compensation is negotiable based on certification levels and experience. Expected starting salary range is \$32/hr. to \$41/Hr. Whitinsville Water Company is an Equal Opportunity Employer.

The company reserves the right to change this or any job description with or without notice to meet the company's needs.