



# CITY OF EASTHAMPTON

## Personnel Department

Easthampton Municipal Building

50 Payson Avenue

Easthampton, MA 01027-2266

Telephone: 413-529-1466

Fax: 413-529-1488

## NOTICE OF POSITION VACANCY

**DPW: WATER FOREMAN**  
**SALARY: \$21.58 - \$26.50**  
**FULL TIME- BENEFITTED**

**ISSUED:** September 21, 2020  
**CLOSING:** Until Filled

### **DEFINITION**

Responsible for directing water distribution system construction and maintenance work crews, manual work, and operating equipment on projects; all other related work, as required.

### **ESSENTIAL FUNCTIONS**

*The essential functions or duties listed below are intended only as illustrations of the various type 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.*

- Operates the water distribution system as Primary Operator.
- Leads work crews engaged in the construction, maintenance, extension, alteration, and repair of the water system, including the maintenance of engines, conduits, piping, and buildings. requisitioning materials and equipment.
- Operates heavy and light equipment, trucks and other equipment necessary for completion of projects; may perform labor incidental to the work of operating assigned equipment or other laboring tasks, when assigned.
- Ensures compliance with all applicable policy, but not limited to, work site safety and environmental laws and regulations.
- Planning work schedules; instructing employees in the performance of work and making field inspections of activities.
- Acts in the absence of the Supervisor in processing vendor bills, daily work reports and other forms and reports. Work requires regular contact with the public primarily to furnish information or to service complaints.
- Work involves direct supervision over a group of employees, responsible for developing work methods, assigning work, solving work problems, reviewing work of subordinates, and maintaining work schedules.
- Submits recommendations for more efficient and economical operations.
- Prepares reports concerning the activities of the department. Scheduled and emergency overtime may be necessary due to emergency and routine work and acceptance of overtime is expected.
- Performs similar or related work, as required, or as situation dictates.

### **SUPERVISION RECEIVED**

Under general direction of the Supervisor of Utilities, employee plans and prioritizes the work independently, in accordance with standard practices and previous training.

### **SUPERVISION EXERCISED**

The employee, as a regular and continuing part of the job, leads other workers in accomplishing assigned work as well as performs non-supervisory work that is usually of the same kind and levels as is done by the group led.

The employee provides training to new employees; reports to the supervisor on disciplinary problems, performance and training needs of employees; resolves simple, informal complaints of employees and refers others to the supervisor; may approve leave for a few hours or for emergencies.

### **JUDGMENT**

The work requires examining, analyzing and evaluating facts and circumstances surrounding individual problems, situations or transactions, and determining actions to be taken within the limits of standard or accepted practices. Guidelines include a large body of policies, practices, regulations, and precedents which may be complex. Judgment is used in analyzing specific situations to determine appropriate actions. Requires understanding, interpreting and applying federal, state and local regulations.

### **COMPLEXITY**

The work consists of the practical application of a variety of concepts, practices and specialized techniques relating to a professional or technical field. The work involves the evaluation and interpretation of factors, conditions or unusual circumstances; inspecting, testing or evaluating compliance with established standards or criteria; gathering, analyzing and evaluating facts or data using specialized fact finding techniques; or determining the methods to accomplish the work.

### **EDUCATION AND EXPERIENCE**

High school diploma; one to three years of experience in utility construction or maintenance, including heavy motor equipment operation; supervisory experience; or an equivalent combination of education and experience.

#### **Special Requirements:**

Massachusetts Class B Commercial Driver's License

Certified Massachusetts Drinking Water Supply Facilities Operator Grade 1T and D3

OSHA 10 Certification

### **KNOWLEDGE, ABILITY, AND SKILLS**

**Knowledge:** Thorough knowledge of practices, procedures, equipment, materials and tools relative to public works and municipal water system construction and maintenance operations. Working knowledge of water system principles, practices and methods as applicable to a municipal setting.

**Abilities:** Ability to supervise workers operating light, heavy, and special motor equipment. Ability to supervise public works crews and projects. Ability to operate light, heavy, and special motor equipment safely. Ability to make minor repairs and adjustments to equipment. Ability to establish and maintain effective working relationships with the public. Ability to communicate effectively orally and in writing. Ability to work for extended periods under adverse conditions.

**Skills:** Skill in the operation of all required tools and equipment and in handling public complaints tactfully and effectively.

### **WORK ENVIRONMENT**

The nature of duties may involve continuous presence of unpleasant or irritating elements, such as considerable noise, odors, chemical fumes, dust, smoke, heat, cold, oil, dirt or grease. Work may be continually performed outdoors, regardless of weather conditions. May be required to be on call for 24 hours or being under prolonged pressure during emergency situations.

### **To Apply:**

Applicants who wish to be considered may submit application to the Personnel Department, Easthampton Municipal Building, 50 Payson Ave, Easthampton, MA 01027, or email application to [personnel@easthamptonma.gov](mailto:personnel@easthamptonma.gov). on or before closing date.

**AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER**