



# 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:** \$30.94-\$35.88 per hour

**FULL TIME- BENEFITTED**

**UPDATED:** October 26,2021

**CLOSING:** Until Filled

### **DEFINITION**

Position would be 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 project completion; may perform labor incidental to the work of operating assigned equipment or other laboring tasks, as assigned.
- Ensures compliance with all applicable policy, but not limited to, work site safety and environmental laws and regulations.
- Planning work schedules; instructing crew in performance of work and making field inspections of activities.
- Acts in the absence of 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.
- Act as 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.

### **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.

## **To Apply:**

Applicants who wish to be considered may submit their application to the Human Resources 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**