

CITY OF WOBURN

WORKING FOREMAN – WATER DEPARTMENT

The **Woburn Department of Public Works** has a vacancy for the position of **Working Foreman – Water Department**.

Please send letter and resume to Elaine Pruyne, Director of Human Resources, 10 Common St., Woburn, MA. 01801 or email to epruyne@cityofwoburn.com.

PERMANENT FULL TIME – WATER DEPARTMENT WORKING FOREMAN

SALARY: \$29.365 PER HOUR BASE PAY

DUTIES:

Under the Direction of the Water Treatment Plant Manager and the Superintendent of Public Works the duties of the Water Department Foreman include but are not limited to:

- Performs and oversees other DPW/Water Department employees in operating, installing, repairing and maintenance of the City of Woburn water distribution system as directed by the Water Superintendent.
- Knowledge of excavating and trenching practices and safety protocol required.
- Oversee contractors and/or other utilities performing work on or near the City of Woburn's water distribution system (excavations, installations, fire flows, pressure and bacterial tests).
- Knowledge of water and sewer regulations, waste water and pump station operations, construction and maintenance methods, materials and techniques; knowledge of hydraulics principles pertaining to water and sewer systems.
- Capable of reading plans, locating and marking out water system services for Dig Safe.
- Physically capable of opening and closing hydrants, gates, and air releases for flushing, emergency shutdowns, contract work or routine maintenance. Flushing experience preferred.
- Capable of operating and maintaining equipment safely and effectively on a job site (heavy/light trucks, heavy equipment, machinery, tools and other necessary equipment).
- Required to reach, bend, stoop, crouch and climb a ladder.
- Ability to exert frequent moderate physical effort, which may involve some lifting, carrying, pushing and/or pulling of objects and materials weighing up to and at times over 80 pounds.
- Ability to work in small spaces.
- Proficient knowledge and experience with computers required.
- Update records of work performed or in field findings daily in Sedaru and other software applications, such as but not limited to Microsoft and Apple software applications.
- Keeps job sites clean, safe and orderly.
- Responsible for good/safe drinking water practices.
- This job requires on-call status, employee must be available to respond in person to emergencies within one hour at all times after normal working hours and weekends.
- Must be on-call for weather emergencies (heavy rains/flooding and other nature occurring events).
- **Must be available to plow snow during regular and off-duty hours.**
- Performs other duties related to the primary scope of the position along with other tasks/duties when assigned by the Department of Public Works Superintendent and Water Superintendent.

- Ability to remain calm in stressful situations.
- Ability to interact with other municipal departments and general public in a professional and courteous manner.
- Ability to work independently with limited supervision.
- Performs other duties associated with various divisions of the DPW as directed.

QUALIFICATIONS/JOB REQUIREMENTS:

- Valid Massachusetts D1 Water Distribution License required. D2 license preferred.
- Valid Massachusetts Commercial Driver's license (CDL) required.
- Continued education and training as requested/required.
- Flushing experience preferred.
- Knowledge of Sedaru Utility Software preferred.
- Five to ten years of progressive supervisory water distribution experience.