



# FITCHBURG

Massachusetts

## JOB POSTING

<b>Position:</b> <b>Working Foreman</b>	<b>Department:</b> DPW/Division of Water Supply 1200 Rindge Road, Fitchburg, MA	<b>Supervisor:</b> Distribution System Manager and/or Designee	
<b>Salary Range:</b> \$22.94/hr. - \$28.21/hr./Grade 5 FLSA/Non-Exempt	<b>Hours:</b> Monday – Friday 7AM – 3PM 40 hrs. per week/Overtime as required	<b>Civil Service:</b> Yes – Labor Service	<b>Union Affiliation:</b> Teamsters/Local 170
<b>Posted:</b> March 6, 2022	<b>Deadline:</b> Posted until Filled; First consideration given to applications received on or by <b>March 20, 2022.</b>		
<b>Applications are accepted online ONLY. Please visit <a href="http://www.fitchburgma.gov">www.fitchburgma.gov</a> to apply.</b> Required application documents include a cover letter, (Attn: Susan Davis, Director of Human Resources), resume and application. All documents must be received to be eligible for consideration.			

*The responsibilities and duties listed below are illustrations of the various types of work 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.*

### **JOB SUMMARY**

Works under the direct supervision of the General Foreman. In the absence of the General Foreman, serves as the Primary Operator of the water distribution system as defined in and accordance with 310 CMR 22.00. Works as leader of a crew of employees of lower pay grade and skill levels. Schedules work assignments, enforces safety regulations, maintains discipline; Inspects work of the crew assigned during progress and completion for compliance with instructions and conformance with accepted standards and practices. Incumbent is required to perform the same skilled craft duties as his/her crew. Position may require extensive overtime.

### **RESPONSIBILITIES AND DUTIES:**

Duties include but are not limited to:

- Organize, manage and direct distribution system personnel in the maintenance, repair and construction of the water distribution system, and as needed, related facilities, including but not limited to dams/reservoirs, pump stations and storage tanks;
- May operate motorized equipment, including but not limited to backhoe/loader, dump truck, vac truck/equipment, air compressor, wood/brush chipper and miscellaneous power tools that are utilized for the construction, repair and maintenance of the water distribution system, treatment plants, dams/reservoirs and related facilities;
- Responsible to verify all equipment utilized during the completion of the work and/or duties is safe and operating properly;
- Maintain records associated with the work performed on a daily basis by distribution personnel being supervised;
- Responsible to ensure that Dig Safe regulations are followed by distribution system personnel;
- Responsible to follow trench permit and restoration regulations, as well as City and DPW policies;
- May inspect, investigate and report on suspected water main leaks;
- Organize work efficiently and maintain a current list of pending work to be completed;
- Coordinate work with various DPW/city/state/federal/federal bureaus as necessary;



## City of Fitchburg

### **DPW/Water Div., Working Foreman, Responsibilities and Duties, continued:**

- As necessary, document water loss resulting from water main and service line breaks, leaks, etc., for use in calculating unaccounted for water quantities/percentages;
- Assist General Foreman in maintenance of records in regard to hydrant repairs, out of service hydrants, hydrant flushing; Document notifications to the City of Fitchburg Fire Department related to out of service and returned to service hydrants;
- May perform minor maintenance to vehicles and equipment, as well as repairs and maintenance to Water Division buildings and grounds;
- Write reports, must communicate clearly; Interpret job specifications, codes, laws, regulations and blueprints;
- Respond to call-ins after regular work hours, including nights, weekends and holidays as required;
- Extensive overtime may be required during emergency situations;
- Required to carry a cell phone/pager as needed;
- Answer and/or respond to customer inquiries and/or complaints;
- Required duties may be inside or outside; Outside duties/work required to be completed in any and all types of weather conditions, both day and night;
- Other duties as assigned by the General Foreman and/or other employee of higher pay grade;

### **QUALIFICATIONS, SKILLS and ABILITIES:**

- High school diploma or GED (General Equivalency Diploma);
- Must possess and maintain valid licensure/certification as follows:
  - Massachusetts CDL Class B;
  - MA Hoisting license Class 2B;
  - MA Grade 3D Full Drinking Water Operator Certification;
  - OSHA 10 Certification or obtain within six (6) months of hire;
- Minimum of ten years' experience in the excavation, repair and installation of underground utilities, including at least five (5) years in the repair and installation of water mains and services;
- Computer skills with demonstrated knowledge of Microsoft Word, Excel, Access and Outlook;
- Must demonstrate the ability to:
  - Effectively supervise employees and private contractors;
  - Work with employees of other DPW divisions, municipal departments, local utilities and contractors;
- Demonstrate required skills and ability to perform all work assigned by successfully completing a six (6) month probationary period;
- Must successfully complete pre-employment physical, drug screening and background check;
- Bilingual in English and Spanish a plus.

### **PHYSICAL COMPONENT RATED:**

*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.*

#### **RATED: Very Heavy.**

This is an extremely physical position. Required work involves heavy physical labor including lifting, kneeling, bending, twisting, and carrying objects that may exceed 100 pounds in weight. Also will include operating hand and power equipment for extended periods of time (i.e., hand and mechanically operated tools, shovels, saws, vehicles, trucks, backhoes, etc.) Working environment includes all types of weather and temperature extremes, during the day and at night.

*This job description does not constitute an employment agreement between the employer and employee. It is subject to change by the employer as the needs of the employer and the requirements of the job change. **AA/EOE.***