

North Marin Water District

PIPELINE FOREMAN

*This class description is only intended to present a summary of the range of duties and responsibilities associated with the positions. Descriptions **may not include all** duties performed by individuals within the class. In addition, descriptions outline the minimum qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

DEFINITION

Directs a crew as a working foreman and performs skilled work in the installation and repair of water and sewer facilities and performs related work as required.

DISTINGUISHING CHARACTERISTICS

The **Pipeline Foreman** is familiar with safety regulations and responsible to see that all safety regulations are followed; studies and reports on the effectiveness with which assignments are completed; is responsible for the training of crew members and maintaining adequate work standards; responsible for preparing written reports relating to time expended and materials used, work measurement data, time and attendance of crew members and similar records; assists in estimating manpower, material and equipment needs in carrying out assigned work; responsible for instilling esprit de corps and a healthy, positive work attitude in the employees supervised; prepares work appraisals of crew members. The **Pipeline Foreman** will also share in performing Mark and Locate duties in response to Underground Service Alerts.

SUPERVISION RECEIVED/EXERCISED

Receives general supervision from the Superintendent of Construction. The Pipeline Foreman provides direction to a crew and, if assigned, acts as Superintendent of Construction in his or her absence.

ESSENTIAL DUTIES (include but are not limited to the following)

Responsible for performing skilled work including heavy equipment operation and directing the work of a crew engaged in installation and repair of pipelines, services, hydrants, meters, valves, fittings and related facilities, including the repair of facilities such as sewers and drains; operates pumps, generators, compressors, and other similar equipment used in connection with the installation and repair of water and sewer service facilities; responsible for seeing that public and employee safety hazards are minimized by assuring that traffic channeling devices, warning devices and barricades are effectively placed and maintained, and that employees are trained in the use of safe working methods; may drive a service truck to and from job locations and is responsible for the truck and supplies and equipment carried; is subject to emergency call duty at all times and requires a willingness to work overtime as needed.

QUALIFICATIONS (The following minimum qualifications are necessary for entry into the class)

Education/Experience

Possession of a high school diploma or its equivalent; four years of employment in a crew installing or repairing underground pipelines and related structures, two years of which must have been skilled work at a level equivalent to District's classification of Pipeworker. District employees with less than the required twelfth grade education may substitute experience for the required education on a year-for-year basis up to a maximum of two years.

Approved	CD
Date	1/25/08

Knowledge/Skill/Ability

Thorough knowledge of methods, materials, and use of equipment in pipeline installation and maintenance work and of safety precautions relative to such activities. Ability to install and repair pipelines and related water facilities.

Ability to: read and interpret blueprints and make records relating to work done. Must use independent judgment and initiative; be in good physical condition for doing vigorous outdoor work and willingness to work overtime on emergency or special jobs, often under adverse conditions. Knowledge of distribution operation practices and water quality to meet certification requirements.

License/Certificate

Possession of a valid Class A California driver's license.

Possession of a California Department of Health Services Grade D2 Water Distribution Operator Certificate or ability to obtain said certification within 6 months of appointment to position.

WORKING CONDITIONS/PHYSICAL CONDITIONS

The work requires exposure to conditions that may be hazardous or unpleasant. Position requires working in the field out of doors in all weather conditions and involves walking on level and uneven or slippery surfaces, climbing ladders, working in confined spaces, handling noise-producing tools and equipment; kneeling, squatting, stooping, turning, bending, lifting, upper body twisting in the performance of daily activities. The use of the senses of smell and hearing are needed in detecting odors and mechanical equipment conditions. Requires both near and far vision while making visual checks of facilities and working on equipment. Requires light and heavy lifting, pushing a dragging of equipment and supplies in excess of 100 pounds. Employees may be exposed to raw and treated sewage, chemicals, sharp and dull objects, domestic and wild animals, and in general may come in contact with a variety of potentially dangerous working situations that require a combination of good judgment, field knowledge of potential problems, problem identification and solutions. May be exposed to electrical and mechanical hazards and a variety of hazardous chemicals or contaminants. Incumbents also work around moving equipment.

OTHER REQUIREMENTS

Per California Government Code, Title 1, Division 4, Chapter 8, Section 3100, "all public employees are hereby declared to be disaster service workers subject to such disaster service activities as may be assigned to them by their superiors or by law."