
California Special Districts Association

SAMPLE POLICY HANDBOOK

POLICY TITLE: Job Description - Foreman

POLICY NUMBER: 2946

2946.1 General Job Description

Under the direction of the *[specify appropriate supervising position]*:

- (a) plans and prepares project and work schedules, and assigns individual employees and crews to specific tasks;
- (b) supervises and assists individual employees and crews in performing specific construction, replacement and/or repair project tasks to assure satisfactory performance of *[services offered]*;
- (c) reads and interprets construction contracts, specifications, details and plans for the purpose of correctly installing, repairing and/or replacing pipeline and appurtenant facilities, irrigation structures (e.g., flumes, measuring structures, etc.) and appurtenant facilities, structural trench sections, and roadway pavement;
- (d) accurately estimates and prepares quantity lists of labor, material and equipment needed for construction, replacement and/or repair projects;
- (e) responsible for fostering positive public relations in responding to questions and requests from District customers regarding service and maintenance;
- (f) supervises employees in the positions of Carpenter, Equipment Operator, Mechanic, Meter Service Technician, Welder, Meter Reader and Utility Worker;
- (g) trains, or assists in training of subordinates;
- (h) develops and presents to subordinates information relating to safety in conformance with District's safety program; and,
- (i) processes records relating to job costs and time expenditures of equipment and District personnel.

2946.2 Prerequisite Qualifications

2946.2.1 High school diploma or the equivalency thereof.

2946.2.2 Five years of experience, or combination of training and experience, as a District journeyman, or comparable non-District position.

2946.2.3 State of California Department of Health Services *[specify level of certification required for your district, if applicable]* Certificate.

2946.2.4 Knowledge of capability and operation of construction tools and equipment.

2946.2.5 Knowledge of District's water distribution system.

2946.2.6 Knowledge of pipe, valves, fittings, and other appurtenant materials, including costs, used in potable and non-potable water transmissions systems.

2946.2.7 Ability to use, or learn within a reasonable time, WordPerfect 6.0 (or latest edition) for Windows word processing software.

2946.2.8 Ability to use, or learn within a reasonable time, latest versions of Microsoft Excel and Word.

2946.2.9 Valid California driver license and satisfactory driving record.

2946.3 Basic Work Hours: 7:00 AM to 3:30 PM, Monday through Friday.

2946.4 Hourly Compensation:

2946.5 Essential Job Duties:

2946.5.1 Task: Gives supervisory direction to, and assists individual employees and crews in performing a variety of manual tasks involved in the construction, replacement and/or repair of domestic and irrigation water systems;

Physical Demand: Close and distance vision; color perception; hearing; clear speech; use of hands to finger, handle, or feel objects, tools or controls; walking over uneven ground; climbing; kneeling; stooping; bending; sitting; squatting; upper and lower body flexibility; standing; lifting, pushing, pulling and carrying (regularly up to 25 lbs., frequently up to 50 lbs., and infrequently up to 100 lbs.); and driving vehicle.

2946.5.2 Task: Prepares work schedules and job cards, reads contracts, specifications, details and plans, and does other paper work appurtenant to work in progress.

Physical Demand: Sitting; standing; walking; close vision; use of hands to finger, handle, or feel objects, tools or controls.

2946.5.3 Task: Uses calculating machines and computer programs to determine quantities of material, labor and equipment hours, and other values associated with work in progress.

Physical Demand: Sitting; close vision; use of hands to finger, handle, or feel objects, tools or controls.

2946.5.4 Task: Prepares reports, forms, questionnaires, etc., in response to inquiries or requirements of management.

Physical Demand: Sitting; close vision; use of hands to finger, handle, or feel objects, tools or controls.

2946.5.5 Task: Conducts meetings of personnel to disseminate information regarding work assignments, safety issues, etc.

Physical Demand: Sitting; standing; speaking; hearing.

2946.5.6 Task: Inspects construction in progress by private contractors of water distribution or measurement facilities to enforce compliance with District policy, rules and regulations, and gives direction regarding necessary adjustments or changes in constructed facilities.

Physical Demand: Standing; walking over uneven ground; stooping; bending; squatting; climbing; sitting; close and distance vision; speaking; hearing; use of hands to finger, handle, or feel objects, tools or controls; driving vehicle.

2946.5.7 Task: Interacts in person or by telephone with District customers or other members of the public and responds to inquiries for information and/or receives information regarding the need for repairs to District facilities.

Physical Demand: Sitting; standing; close and distance vision; walking over uneven ground; driving vehicle.

2946.5.8 Task: Inspects District facilities and/or the ground surface in and around the area of underground District facilities to plan repairs and surface restoration after repairs are complete.

Physical Demand: Sitting; standing; stooping; bending; squatting; climbing; close and distance vision; driving vehicle.

2946.5.9 Task: Prepares as-built drawings of District facilities that have been constructed, repaired and/or replaced, and submits same to engineering personnel for incorporation into District's mapping system.

Physical Demand: Sitting; standing; stooping; bending; squatting; climbing; close and distance vision; walking over uneven ground; use of hands to finger, handle, or feel objects, tools or controls.

2946.6 Environmental Demands:

2946.6.1 Outside: Works outside frequently in a variety of weather conditions ranging from snow to +100°F.

2946.6.2 Inside: Occasionally works indoors in temperature-controlled environment.

2946.6.3 Fumes/Gases: Exposure to fumes from construction equipment, and dust from construction operations.

2946.6.4 Noise/Vibration: Moderate exposure to noise and vibration from construction tools and equipment.

2946.7 Mental Requirements:

2946.7.1 Reading: Reads technical manuals, city maps, written memos and directives, plans, specifications and details, work orders, material data sheets, safety manuals, and other documents appurtenant to the construction, repair and replacement of water distribution facilities.

2946.7.2 Writing: Writes daily work orders, reports, memos, messages, daily payroll entries, prepares as-built sketches, and fills out other information forms.

2946.7.3 Math: Ability to perform basic math calculations. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

2946.7.4 Attention to Detail: High level concentration and attention to detail for extended periods of time to insure safe, efficient and productive operations.

2946.7.5 Repetition: Minimal repetitive work.

2946.7.6 Judgment: Ability to work independently, prioritize work and make decisions regarding correct application and implementation of work procedures. Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to work with others and to formulate appropriate instructions to achieve desired goals.

2946.7.7 Social Skills: Ability to relate cooperatively with members of the public, and District personnel.

2946.7.8 Communication Skills: Ability to quickly organize and communicate thoughts orally and written. Ability to understand communications from others. Ability to communicate all hand signals related to construction operations.