

CITY OF MARLBOROUGH

Marlborough, MA 01752

AA#20-15

POSITION AVAILABLE

DEPARTMENT OF PUBLIC WORKS – WATER & SEWER DIVISION

GENERAL FOREMAN

Definition/Purpose

The purpose of this position is to provide supervision for the operation of the water and sewer division of the Department of Public Works. This is an FLSA exempt position.

Responsibilities

General Foreman works under the direct supervision of the Assistant Commissioner of Utilities and serves as the Primary Operator of the water distribution system as defined in and accordance with 310 CMR 22.00. The General Foreman manages and directs personnel in the maintenance, repair and construction of the water distribution and wastewater collection systems and related facilities excluding the East and West Wastewater Treatment Plants.

Essential Duties and Responsibilities

- Administers and manages all aspects of the City's water distribution and wastewater collection systems.
- Organizes, manages and directs distribution system personnel in the maintenance, repair and construction of the water distribution system and as needed related facilities including but not limited to pump stations.
- Supervises work in progress and upon completion.
- Prepares or causes to be prepared reports required by state and/or federal agencies, including drinking water compliance submittals.
- Schedules and directs the sampling of drinking water parameters for regulatory compliance.
- Ensures city compliance with all applicable clean water laws and regulations.
- Maintain records related to daily work performed by the distribution personnel.
- Responsible for ensuring that Dig Safe regulations are followed by distribution system personnel.
- Responsible for following trench permit and restoration regulations and policies of the City of Marlborough.
- Document water loss resulting from water main and service line breaks, leaks, etc. for use in calculating unaccounted for water quantities/percentages.
- Maintain records on hydrant repairs, out of service hydrants, hydrant flushing and documents notifications to the Marlborough Fire Department for hydrants out of service and returned to service.
- May inspect, investigate and report on suspected water main leaks.
- Coordinates and oversees the entire Water & Sewer Division operations.
- Oversees recognized safety procedures for all DPW Water & Sewer operations.
- Respond to emergencies after regular working hours including nights, weekends and holidays as needed.

DEPARTMENT OF PUBLIC WORKS – WATER & SEWER DIVISION
GENERAL FOREMAN
(Continued)

Supervision

Works under the direction of the Assistant Commissioner of Utilities, Commissioner of Public Works and in accordance with state statutes and professional standards; responsible duties of a complex and diverse nature require professional judgment in promoting and implementing public health programs.

Provides administrative guidance and supervision directly to full and part-time staff.

Work Environment

- Approximately half of time spent in normal office setting. Remainder of time spent visiting project sites.
- Occasional exposure to extremes in temperature, noise and odors when making site visits to various projects.
- Physical strength and ability to perform light manual labor.
- Regularly uses computer keyboard, requiring eye-hand coordination and finger dexterity.
- Involves travel to meetings.
- Involves travel between project sites and to meetings outside of City.
- Involves evening and/or weekend work as needed in emergency situations and attending occasional evening meetings.

Knowledge, Ability, and Skill

- Ability to identify City-wide priorities and work cooperatively to support their accomplishment.
- Thorough knowledge of the methods, materials, scheduling, and tools and equipment used in the operation of the water and sewer division.
- Working knowledge of the hazards and safety precautions common to water and sewer division work.
- Ability to conceptualize and operationalize goals and objectives for the department and its divisions.
- Leadership, planning, management, organizational and supervisory skills.
- Financial management skills, including a solid foundation in budget development and management.
- Ability to analyze, manage, and utilize data to improve operations.
- Ability to provide guidance, assistance, and/or interpretation to others on how to apply procedures and standards to specific situations.
- Ability to communicate effectively both verbally and in writing; to establish positive public relations for the City, department and/or division; and to interact effectively with a wide variety of people.
- Ability to work effectively with citizen boards.
- Must be computer literate; familiar with computer software applications such as Microsoft and other applications tailored to specific departmental needs.

DEPARTMENT OF PUBLIC WORKS – WATER & SEWER DIVISION
GENERAL FOREMAN
(Continued)

Physical Requirements

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.

This position requires a moderate physical effort including walking and driving, inspecting work in progress or upon completion and investigating complaints of a varied nature, light manual labor and general supervision. The employee must have the physical ability to lift and carry items weighing over 30 pounds rarely and up to 30 pounds frequently. While performing the duties of this job the employee is frequently required to stand, walk, sit, kneel, crouch, crawl, push, pull, stoop and lift. The employee is required to use hands and fingers to handle, grasp and feel items and to reach with hands and arms. Vocal communication is required to express or exchange ideas or instructions to others loudly or quickly. Hearing is required to receive information at normal spoken word levels and to receive detailed information through oral communication.

Recommended Minimum Qualifications

Education and Experience

- Must possess a bachelor’s degree or equivalent experience.
- Five (5) full years’ experience in water and/or wastewater systems or educational substitutions as allowed by the Board of Certification of Water and Wastewater systems.
- Certification as an operator of drinking water distribution systems, Grade D2 full required with ability to obtain and Grade D3 within 6 months.
- Must have a valid motor vehicle license.
- Working knowledge of public procurement process.
- Effective personal skills in working with staff, administrators and the general public.

Step Salary: \$87,593.52 – \$98,528.37

To apply, please send or deliver resumes to:

Human Resources Department
City of Marlborough
140 Main Street
Marlborough, MA 01752
hrjobs@marlborough-ma.gov

Deadline for applications: July 31, 2020

Position:	<u> X </u>	Union	<u> </u>	Non-Union	<u> </u>	Contract
Class:	<u> </u>	Full-Time	<u> </u>	Part-Time	<u> </u>	Intermittent
	<u> X </u>	Permanent	<u> </u>	Temporary		