***City of Providence***



**Job Description**

**Title:** Water/Wastewater Foreman **Code:** **204**

**Division:** Water/Wastewater Operations **Effective Date:**  02/2024

**Department:** Public Works **Last Revised:**  02/2024

**General Purpose:** Performs a variety of unrestricted field supervisory and journey-level duties related to the construction and maintenance of the city's water distribution and wastewater collection infrastructure.

**Supervision:** Works under the general supervision of the Public Works Director. Provides immediate to close supervision to Water/Wastewater Technician(s) III, II, and I while in training or on a project-by-project basis.

**Essential Functions:**

**General Administration:**

* + Recommends budgetary needs and forecasts.
	+ Manages crews, evaluates performance, and recommends personnel actions.
	+ Monitors expenditures to ensure compliance with approved budgets.

**Field Supervision & Operations:**

* + Establishes schedules, coordinates projects with Public Works Director.
	+ Acts as a Direct Responsible Charge Operator (DRC) providing field supervision.
	+ Directs maintenance programs for water and wastewater systems.
	+ Oversees daily water availability, production, and system status.
	+ Oversees new construction projects.

**Maintenance Programs:**

* + Directs installation and maintenance of wastewater lines and water connections.
	+ Implements valve program efforts and inspects hydrants.
	+ Implements valve and fire hydrant maintenance programs.
	+ Oversees sewer system inspection, water meter maintenance, and system monitoring.
	+ Maintains chlorine levels, responds to water/wastewater complaints, and manages public relations.
	+ Oversees PRV station operation and maintenance

**Seasonal Duties:**

* + Performs seasonal duties such as a truck driver, snowplow driver, and backhoe operator.

**Minimum Qualifications:**

**Education and Experience:**

* + High school graduation or equivalent, plus one year of specialized training.
	+ Six years of experience in the relevant field, including two years of daily on-site charge. OR
	+ Equivalent combination of education and experience.

**Knowledge, Skills, and Abilities:**

* + Considerable knowledge of city codes, water distribution, wastewater collection, and safety regulations.
	+ Working knowledge of laboratory processes, chemistry, and OSHA safety standards.
	+ Skill in operating heavy mechanized equipment and tools.
	+ Ability to analyze water systems, make decisions in emergency situations, and communicate effectively.
	+ Skill in operating SCADA equipment and heavy mechanized tools.

**Special Qualifications:**

* + Must possess a valid class B-CDL.
	+ Certified Water Systems Operator III.
	+ Certified Wastewater Collection Operator II.
	+ Backflow and cross-connect certifications.

**Work Environment:**

* + Outdoor work subject to changing weather extremes.
	+ Involves physical activities related to walking, standing, stooping, sitting, reaching, and lifting.
	+ Potential exposure to electrical shock, industrial wastes, raw sewage, traffic hazards, trench work, confined space operations, and various chemicals.
	+ Essential functions require talking, hearing, and seeing.
	+ Mental application involves memory, emotional stability, complex thinking, and creative problem-solving.

**Disclaimer:** In compliance with the ADA, reasonable accommodation will be considered on a case-by-case basis. Job descriptions are not exhaustive and may be modified without notice. The document supersedes earlier versions.

I have reviewed the above disclaimer and job description. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (Employee)

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_