

VILLAGE OF ALLOUEZ

Allouez Village Hall • 1900 Libal Street • Green Bay, Wisconsin 54301-2453
Phone No.: (920) 448-2800 • Fax No.: (920) 448-2850

Department of Public Works

Utility Foreman Job Description and Creation of New Position

Increased job duties to the current Water Foreman Job Description are being proposed. Those increased supervisory job duties to include the operation and maintenance of the Village's sanitary sewer.

The current Water Foreman supervisory job duties consist primarily of the operation and maintenance of the Village's water distribution system and sanitary sewer lift stations.

This change would not include the operation and maintenance responsibilities of the storm sewer as for the life expectancy of the street is highly dependent upon a well-drained roadway with a functioning curb and gutter and storm sewer.

A change to the position title from Water to Utility Foreman is proposed to better reflect job duties and responsibilities. The modification of the current position in essence creates a new position. No change to the existing position paygrade is proposed at this time. However it is anticipated that the pay for all Village positions will be reviewed in the coming years.

Attached for your review is the Utility Foreman Job Description.

In general, the reason for the change are as follows:

- Places operational and maintenance responsibilities under one Foreman.
- Current Water Foreman has a good working knowledge of the construction, maintenance and repair of public utilities. As well as established relationships with utility contractors capable of the repair and maintenance of sanitary sewer.
- Allows Street Foreman to place more focus on street maintenance and repair.

The Public Works Committee on April 13th approved a motion with a recommendation to the Village Board to approve expanded the Water Foreman responsibilities and Utility Foreman Job Description.

**VILLAGE OF ALLOUEZ
POSITION DESCRIPTION**

POSITION TITLE: Utility Foreman

APPROVED: April 19, 2022

REPORTS TO: Director of Public Works

FLSA STATUS: Non-Exempt

JOB PURPOSE: Supervises, coordinates and schedules the operation, maintenance, and planning functions of the Water and Sanitary Sewer Utilities. Works closely with the Public Works Director including daily communication. Routinely and as needed performs operator work.

DUTIES & RESPONSIBILITIES: The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive and other duties may be required and assigned.

Supervises, coordinates and schedules the operation, maintenance, and planning functions of the Water and Sanitary Sewer Utilities.

Assigns and reviews work of water utility employees.

Works collectively with the Street Foreman to schedule employees for various sanitary sewer maintenance and repair activities. Also assists in the coordination (staff and equipment) of assigned activities with other Village Departments.

Works with contractors including developing work scopes, obtaining quotations, and inspection of utility work.

Assists the Engineering Department in planning and provides a lead role in implementation of utility projects. This includes problem identification, developing project scopes, preparing preliminary layout of project utility work, preparing cost estimates, permitting and construction inspection.

Assists the Public Works Director with annual budget preparation, ordering supplies, and equipment purchasing.

Supervises and schedules annual water valve exercising and fire hydrant flushing, flow testing, painting and sewer system maintenance with assistance from the Street Department.

Coordinates daily field checks of all Water Utility Pump Stations and Sewer Utility lift stations including maintenance logging and daily operational records.

Assesses utility problems and determines appropriate actions.

Routinely communicates and prepares reports to ensure EPA and WDNR regulatory compliance, including water sample testing, water consumption, cross connection, well permitting and abandonment, Consumer Confidence Report (CCR), Compliance Maintenance Annual Report (CMAR), and other regulatory reports to the WDNR.

Maintains records and documentation, and prepares the documentation for annual utility reporting.

Investigates customer complaints/questions and resolves problems or recommends appropriate action.

Coordinates with the Utility Billing Clerk on meter installation, cross connection, and consumption/billing concerns.

Oversees the annual water distribution system leak detection, cross-connection control inspection, and meter installation and testing programs.

Assists with the review of private Site Plans for conformance to Village Utility standard practices and specifications.

Receives Diggers Hotline requests and coordinates the field locating of Village utilities.

Attends monthly Central Brown County Water Authority Technical Meetings.

Coordinates training opportunities for staff.

Serves in position as rotating on-call operator for after-hour emergencies.

POSITION QUALIFICATIONS: A 2-year associate degree in water supply and distribution or related field, or a degree in Environmental Science or Civil Engineering; and a minimum of 5 year's work experience in a water and sewer utility field, public works or governmental supervisory management, in any combination, is required. Must possess a certification in Groundwater and Distribution Grade 1. Must possess a valid Wisconsin driver's license. A combination of equivalent experience, supervisory management, and education may be considered.

KNOWLEDGE, SKILLS AND ABILITIES: Ability to communicate effectively both orally and in writing is required.

Knowledge of the methods, practices, materials and equipment used in the operation and maintenance of a water distribution and sanitary sewer collection systems.

Computer skills including knowledge of Microsoft Office, GIS, SCADA systems and related software.

Must possess supervisory and organizational skills; and the ability to coordinate multiple employee work task assignments, coordinate overtime call-ins procedures, assign work tasks based on knowledge of employee skills, check on work progress and modify as needed to complete the work in a timely manner.

Ability to work cooperatively with others and to deal effectively with the public; or any combination of qualifications, knowledge and abilities that yield the necessary qualities to perform the required job duties.

SUPERVISION/DECISION MAKING: Makes recommendations regarding utility problem resolution, projects to be implemented, maintenance requirements, and personnel actions. Makes decisions on daily operations duties and tasks. Makes decisions that affect the utility operations and budget. Receives general supervision and works alone on routine work from standard practices and procedures.

INTERACTION: Frequent inside and outside contacts with co-workers, suppliers, immediate supervisor and residents. Contacts involve corrections or adjustments where some tact is essential to resolve problems.