

# Job Description

# Decatur Utilities

**Job Title:** Foreman  
**Work Group:** GWWW Construction  
**Reports To:** GWWW Field Superintendent  
**FLSA Status:** Non-Exempt

**Residency Required:** Yes  
**Work Location:** GWWW Construction Service Center – 105 10<sup>th</sup> Avenue NE  
**Last Revision:** September 2012

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## SUMMARY

Responsible for the coordination, planning and oversight of the installation, maintenance, repair and inspection of gas, water or wastewater mains and service lines.

## ESSENTIAL DUTIES AND RESPONSIBILITIES

*A commitment to safety, providing reliable utility services, protecting public health and providing excellent customer service are the responsibilities of all job positions at Decatur Utilities. We believe that teamwork, open communication, honesty, integrity, fairness, diversity and respect for each other are essential traits to perform all job duties.*

- Plans, coordinates and prioritizes daily work activities of work crews involved in the installation, repair and maintenance of gas, water or wastewater mains and services.
- Provides training to crew members to ensure job duties are performed in a safe and professional manner and are adequately trained to meet current and future job demands, includes both classroom and field sessions.
- Assess work situations to insure that all safety policies and procedures are followed, including but not limited to traffic control, shoring and PPE.
- Operate heavy equipment, including backhoes, loaders, trenchers, high-pressure truck, tapping equipment, gas fusing equipment and various other specialty tools used in utility industry.
- Plan daily workload to ensure most effective use of employees and equipment.
- Conducts daily tailgate sessions and job safety analysis for job site hazards to ensure crew and public safety.
- Perform minor maintenance on equipment and tools assigned.
- Reads and interprets manufacturer's instructions, valve books, blueprints and drawings.
- Uses computer for map reading, GIS and data collection.
- Requisitions materials and supplies and responsible for credit card purchases.
- Completes time records & assists with employee performance appraisals.
- Maintains mileage records and maintenance upkeeps and records for assigned trucks and equipment.
- Rotates on call duty schedule to ensure reliability of utility services
- Responds to customer concerns in a prompt and professional manner.
- Completes time and attendance records and other reports related to work group.

## SUPERVISORY RESPONSIBILITIES

This position provides general scheduling and work planning for assigned crew member positions. Responsibilities include training, scheduling, planning, assigning and directing workflow of employees and addressing complaints and resolving problems. All leadership responsibilities are carried out in accordance with applicable State/Federal employment laws and Decatur Utilities' policies and procedures.

## QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE**

High school diploma or GED. Minimum 4-6 years related utility/construction work experience. Experience in leading crews preferred.

**COMMUNICATION SKILLS**

Ability to read, interpret and comprehend documents such as work orders, safety rules, procedure manuals, operating and maintenance instructions, drawings and procedure manuals. Ability to write routine reports and correspondence. Ability to interact and effectively communicate with customers, co-workers and supervisors.

**COMPUTER SKILLS**

Ability to use Microsoft Office Suite (Microsoft Outlook, Word & Excel) as required to perform job tasks. This includes using software applications for email, word processing, database tracking and spreadsheet applications and using Internet Explorer to navigate online Employee Self Serve webpage for personal payroll, benefit and employee information. Field employees are required to use a laptop or other mobile device to complete service tickets, work orders and lookup GIS information.

**MATHEMATICAL SKILLS**

Ability to solve high school mathematical problems using mathematical concepts such as addition, subtraction, multiplication, division, plane and solid geometry and trigonometry and apply to practical business situations. Ability to perform these concepts using fractions, percentages, ratios, units of length, volume, weight measurement and distance.

**REASONING/COMPLEXITY**

Ability to apply substantial judgment and analytic ability, such as performing somewhat complex calculations, organizing & analyzing information, following detailed instructions, solving minor/moderate problems or performing routine repairs, ability to set-up, operate and maintain specialized equipment. Ability to adjust crew make-up to meet customer demands.

**PHYSICAL DEMANDS**

Frequently required to stand; walk; use hands or fingers to handle or feel; and reach with hands and arms. Occasionally required to climb ladders and balance; stoop, kneel, crouch, or crawl; and talk or hear. Must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision.

**WORK ENVIRONMENT**

Regularly works around natural gas, energized equipment, moving mechanical parts, and some hazardous chemicals. Frequently exposed to outside weather conditions, including wet and/or humid conditions, extreme cold and extreme heat. The noise level in the work environment is usually loud.

**CERTIFICATES, LICENSES, TRAINING**

Valid Alabama Driver's License with Class A CDL; DOT Gas Pipeline Operator Qualifications; Plastic Fusion Certification; CPR/First Aid Certification; Customer Service Skills, Supervisory/Leadership Skills and applicable safety training. Grade I Water or Wastewater Certification must be obtained within one year of accepting position.

**OTHER REQUIREMENTS**

Ability to coordinate workflow/activities to meet GWWW construction goals; available to work scheduled and unscheduled times to accommodate customer demands and emergency situations; subject to random drug testing and driver's license checks according to DU policies; wear DU provided uniforms and maintain neat and clean appearance for meeting public; and perform all job tasks in a safe and professional manner. Position subject to call duty rotation.

Approved By: Jimmy Evans	Date: 9/25/12
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