

City of San José
CLASS SPECIFICATION

Title: Water Systems Operations Foreperson I/II (3633/3645)

DEPARTMENT	ACCOUNTABLE TO	FLSA STATUS
Environmental Services	Water Systems Operations Superintendent I/II	Non-Exempt

CLASS SUMMARY

Leads and directs the day to day field operations of potable and recycled water systems. Responsibilities include 24-hour scheduled supervisor standby duty shifts, coordination of water samples, maintaining pump stations and reservoirs, testing and replacement of water meters and valves, and responding to emergencies. Incumbents ensure that regulations set by the California State Water Resources Control Board (SWRCB) or successor agency, are followed as daily tasks are performed. Performs other duties as assigned.

DISTINGUISHING CHARACTERISTICS

This is a two-level flexibly staffed class, which is the third level in the Municipal Water Systems Operations series. Water Systems Operations Foreperson I/II is an advanced journey-level classification. Incumbents provide lead direction to Water Systems Operators I/II/III and Water Systems Assistant Operators I/II in the operations and maintenance of the Municipal Water Systems. This classification is distinguished from Water Systems Operations Superintendent I/II in that the latter supervises staff in a section of the Municipal Water System. Incumbents are fully qualified to operate the entire water distribution system. Depending on the work group, assignments will be made to any shift needed for an around-the-clock operation. Incumbents must also be available for work on Saturdays, Sundays, and Holidays. The incumbents in this position will be required to serve standby duty on a rotation basis and comply with the Division's Standby Policy. Incumbents perform supervisor standby duty as required.

Duties require a heavy level of physical exertion, including exerting up to 100 pounds of force occasionally, and or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects (e.g. large hand tools, pipes, or other water equipment). Incumbents work with large industrial equipment and machinery, in confined spaces, outdoors, and around hazardous materials. Incumbents may be required to utilize self-contained breathing apparatus (SCBA) equipment, which requires the ability to pass an annual fit and spirometry test.

QUALIFICATIONS

(These qualifications are typically required. An equivalent combination of education and experience sufficient to satisfactorily perform the duties of the job may be substituted.)

Minimum Qualifications

Education and Experience

Water Systems Operations Foreperson I

Three (3) years of potable water distribution or treatment operations experience at a distribution or treatment facility.

Water Systems Operations Foreperson II

One (1) year experience as a Water Systems Operations Foreperson I with the City of San José.

Required Licensing (such as driver's license, certifications, etc.)

- Possession of a valid driver's license authorizing operation of a motor vehicle in California.
- ***Water Systems Operations Foreperson I:***

City of San José
CLASS SPECIFICATION

Title: Water Systems Operations Foreperson I/II (3633/3645)

- Possess and maintain valid SWRCB Distribution Operator Grade 3 certification.
- Possess and maintain valid SWRCB Water Treatment Operator Grade 1 certification.
- ***Water Systems Operations Foreperson II:***
 - Possess and maintain valid SWRCB Distribution Operator Grade 4 certification.
 - Possess and maintain valid SWRCB Water Treatment Operator Grade 1 certification.

Other Qualifications

(Incumbents may be required to have different combinations of the listed qualifications, or more specific job-related qualifications depending on the position.)

Basic Competencies

(Needed at entry into the job in order to perform the essential duties.)

Job Expertise - Demonstrates knowledge of and experience with applicable professional/technical principles and practices, including water regulations, meter reading technology, machine equipment, inventory and safety management, water system hydraulics and sampling, supervisory control and data acquisition (SCADA), chlorination and disinfection processes, fluoride monitoring, maintenance and repair, machinery uses, implementing effective preventative maintenance and leading/ training staff, Citywide and departmental procedures/policies and federal and state rules and regulations.

Communication Skills - Communicates and listens effectively and responds in an timely, effective, positive and respectful manner; written reports and correspondence are accurate, complete, current; well-organized, legible, concise, neat, and in proper grammatical form responds to statements and comments of others in a way that reflects understanding of the content and the accompanying emotion; asks clarifying questions to assure understanding of what the speaker intended, ensures consistent communication takes place within area of responsibility.

Computer Skills - Experienced with common business computer applications including but not limited to: MS Outlook, MS Word, MS PowerPoint, MS Access, and MS Excel.

Customer Service - Demonstrates the ability to anticipate customers' needs and deliver services effectively and efficiently in a timely, accurate, respectful and friendly manner.

Leadership - Leads by example; demonstrates high ethical standards; remains visible and approachable and interacts with others on a regular basis; promotes a cooperative work environment, allowing others to learn from mistakes; provides motivational supports and direction.

Multi-Tasking - Can handle multiple projects and responsibilities simultaneously; has handled a wide variety of assignments in past and/or current position(s).

Planning - Acts to align own unit's goals with the strategic direction of the organization; Defines tasks and milestones to achieve objectives, while ensuring the optimal use of resources to meet those objectives.

Problem Solving - Approaches a situation or problem by defining the problem or issue; determines the significance of problem(s); collects information; uses logic and intuition to arrive at decisions or solutions to problems that achieve the desired outcome.

Team Work & Interpersonal Skills - Develops effective relationships with co-workers and supervisors by

City of San José
CLASS SPECIFICATION

Title: Water Systems Operations Foreperson I/II (3633/3645)

helping others accomplish tasks and using collaboration and conflict resolution skills.

Desirable Qualifications

(Knowledge, skills and abilities; licenses, certificates, education, experience that is more position specific and/or likely to contribute to more successful job performance.)

Knowledge of:

- Traffic control.
- Lock-out and tag-out procedures.
- Hazardous waste handling and awareness.

Ability to:

- Obtain a valid California Class A driver's license.
- Obtain certification in confined space entry, trenching, shoring, and USA locate.
- Obtain certification in First Aid, CPR, AED, and other trade-related safety training.
- Obtain forklift certification.
- Lead and manage staff and programs.

DUTY NO.	<u>TYPICAL CLASS ESSENTIAL DUTIES:</u> (These duties and estimated frequency are a representative sample; position assignments may vary depending on the business needs of the department.) Duties may include, but are not limited to, the following:	FRE-QUENCY*
1.	Lead and direct staff, including prioritizing and assigning work; conduct performance evaluations; ensure staff is trained; make hiring, termination and disciplinary recommendations; and make recommendations related to the change in employee status. May perform work of a similar nature to those employees supervised.	Continuous
2.	Process, review, and record daily work orders and hydrant maintenance work orders; and maintain hydrant inventory, work order logs, and documents with recorded changes and adjustments.	Occasional
3.	Coordinate set-up of weekly bacteriological, general physical, and special water samples.	Occasional
4.	Perform and lead preventative maintenance programs at pump stations, wells, and reservoirs.	Occasional
5.	Handle complex or difficult customer complaints addressing water quality, high bills, or no water.	Occasional
6.	Verify contractor schedules and inspect service and main repair jobs.	Occasional
7.	Plan and coordinate daily work schedules.; and establish and meet deadlines, while remaining adaptable to shifting priorities.	Occasional
8.	Perform standby duties including conducting daily fluoride readings; respond and make adjustments to the fluoride chemical feed system; and respond to water system alarms via SCADA, emergency water main breaks, and site security alarms.	Occasional
9.	Direct and coordinate water systems outages, shutdowns, limitations, and information from field surveillance.	Occasional

City of San José
CLASS SPECIFICATION

Title: Water Systems Operations Foreperson I/II (3633/3645)

DUTY NO.	TYPICAL CLASS ESSENTIAL DUTIES: (These duties and estimated frequency are a representative sample; position assignments may vary depending on the business needs of the department.) Duties may include, but are not limited to, the following:	FRE-QUENCY*
10.	Investigate complex technical problems related to operations and distribution; evaluate work processes, techniques, and operational data to improve water quality effectiveness and efficiency; and create, update, and implement standard operating procedures.	Occasional
11.	Read water systems maps and as built construction plans; and interpret plans, diagrams, sketches, and blueprints.	Occasional
12.	Advise and implement the use of water billing systems to pull meter reports and inquires.	Occasional
13.	Schedule repairs from work orders and customer appointments.	As Required
14.	Ensure compliance with permits, policies, and regulations; and maintain knowledge of OSHA, health department, storm discharge, air quality, and City policies.	As Required
15.	Perform other duties of a similar nature or level.	As Required

*Frequency defined as %, (totaling 100%) *or* “Continuous” (daily or approximately 20%+), “Frequent”(weekly or approximately 15%+), “Occasional”(monthly or approximately 10%+), “As Required”(Intermittent or 5% or less)

CLASSIFICATION HISTORY Created 5/80; Rev. 2/83; Rev. 87/01; Rev. and Ret. 06/16 (Formerly Senior Water System Technician); s001
--