ARVIN-EDISON WATER STORAGE DISTRICT

JOB TITLE: MAINTENANCE FOREMAN

PRIMARY RESPONSBILITIES

The Maintenance Foreman is a supervisory position responsible for overseeing the District's daily maintenance and repair operations. The Maintenance Foreman reports directly to the General Superintendent. The Maintenance Foreman's primary duties are to identify and prioritize maintenance project(s), plan the work, assign personnel, assign equipment, order parts and materials, supervise the projects and ensure safe working conditions during all phases of the project(s). The Maintenance Foreman must posses the ability to interface well with landowners, water users, customers, vendors, Management, fellow District employees, and be able to mediate and resolve personnel and vendor issues.

COMMUNICATION SKILLS

1. Must interact and communicate with landowners, water users, vendors, and the public in general.
2. Must be able to interface with and discuss District issues with upper management.
3. Must be able to discuss personnel issues with employees as a group and individually.
4. Must be able to effectively lead monthly safety meetings.

MAINTENANCE OPERATIONS

1. Prioritize and assign project(s) according to District needs.
2. Installation, removal, and repair of transite, RCP, and PVC C900 pipe.
3. Schedule and monitor assignments for heavy equipment, welding, and painting.
4. Interface with other District departments and provide assistance when necessary.
5. Quickly react to both heavy equipment and personnel scheduling changes when emergencies occur—including irregular work hours.

PAINT PROGRAM

Responsible for overseeing the Paint program and the District's Painter. These responsibilities include, but are not limited to, reviewing painting procedures and ensuring compliance with daily, weekly, monthly, yearly reports and record keeping – such as hazardous waste disposal; VOC emissions, pressure tank compliance, and any County, State, and Federal permits for sandblasting and painting. Ensure full compliance of safe operations including Safety Data Sheets (SDS) for all liquid products and storage of flammable materials, etc.

HEAVY EQUIPMENT

Coordinate the use and maintenance of all District heavy equipment. Manage equipment operators and assign work as needed. Verify and oversee the purchase of inventory that supports the District's heavy equipment. Make recommendations to Management regarding fleet replacement.

EMERGENCY RESPONSE

1. Assess risk and potential or actual impact to District facilities and inform and advise General Superintendent or District Manager.
2. Take prompt action to protect District personnel, property, facilities, and public safety.
3. Be prepared to assume any role or function as directed by the General Superintendent or District Manager.
4. Assist in damage assessment and documentation for District Board, County and/or State reporting, and Federal Emergency Management Administration (FEMA) applications.

OTHER AREAS

1. Understand the interdependency with other departments and utilize the information and services provided for each.
2. Coordinate maintenance activities in planning and overseeing the annual Winter Maintenance, specifically, as it relates to managing the schedule and productivity of District personnel and sub-contractors.
3. Responsible for District Headquarter grounds maintenance.

SUPERVISORY

1. Effectively deal with all types of personalities and egos, with professionalism as well as tactfully handle any departmental and/or interdepartmental conflicts.
2. Review employee performance and make recommendation(s) for training, correcting deficiencies, and promotions.
3. Review, evaluate, and schedule training classes as necessary.
4. Schedule employees' time, shift work; evaluate conditions requiring overtime, assign overtime when necessary, review and approve all maintenance employees' timesheets and time off requests.
5. Evaluate candidates for hire or transfer into Maintenance Department, and make recommendation(s) to management.
6. Must interpret, understand, and comply with the District's Employment Policies as they apply to all personnel issues.
7. Must interpret, understand, enforce, and comply with the District's Rules and Regulations for the Distribution of Water as they apply to landowners and water users.
8. Attend regularly scheduled, as well as unscheduled, management meetings and participate as needed in the management of the District.

EDUCATION

High School Diploma or G.E.D. Certificate. The District encourages continued education of all its supervisory positions. Ongoing education in the form of seminars, classes, workshops, and conferences are encouraged.

EXPERIENCE

Experience and/or training in the various maintenance operations and must demonstrate proficiency in written and verbal communication skills.

KNOWLEDGE AND ABILITIES

- Must obtain and have thorough knowledge of District operations.
- Must have a working knowledge of pumping plant facilities.
- Must have a working knowledge of the repair, installation, and removal of Transtie, RCP, and PVC C900 pipe.
- Must have a working knowledge of air valve, butterfly valve, and gate valve repair and/or replacement.
- Must have knowledge of Earthwork as it relates to moving dirt, compaction, dust control, and environmental safety.
- Must have a working knowledge of turnout repairs and/or replacement.
- Must be able to discuss, interpret, and handle public inquires and effectively communicate ideas, policies, and procedures both orally and in writing.
- Must demonstrate the ability and willingness to work irregular hours and be willing to return to the District when needed, particularly in the event of an emergency.
- Must be able to read and interpret as-built drawings including blue print single line.

ADDITIONAL REQUIREMENTS

A job- related physical exam, pass drug screening, and background check is mandatory as well as a valid Class C California Driver's License and an acceptable DMV record.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential function of this job.

While performing the duties of this job, the employee is regularly required to stand, walk, sit, and talk or hear. The employee frequently is required to use hands to finger, handle, or feel; and reach with hands and arms. The employee is occasionally required to climb or balance and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds, and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORKING CONDITIONS

Wage- Please refer to current wage schedule.
Hours- 8-hour shifts, 80 hours per two-week pay period, Standard hours are 0700 to 1530, and Summer hours are 0600 to 1430, and overtime as needed.
24-Hour “on-call” responsibilities
Vehicle - to and from work only
Mobile Telephone for District needs

Fair Labor Standards Act – Classification is Non-Exempt