

**HUMBOLDT COMMUNITY SERVICES DISTRICT JOB DESCRIPTION:****FOREMAN****Effective Date: August 15, 2025****Definition**

Under the direction of the District Engineer/Operations Manager, the Foreman performs the full range of water and sewer system construction, maintenance, vehicle/equipment maintenance, installation, and repair assignments with minimal supervision. The Foreman coordinates and directs field crews, provides training and guidance for less experienced staff, and performs related work as required.

**Example of Duties**

- Plan, organize, direct, and coordinate the installation, maintenance, and repair of the District's water distribution, sewage collection systems, pumping facilities, and water storage facilities.
- Coordinate and direct crews performing emergency repairs, mainline shutdowns, and after-hours callouts.
- Coordinate work with other departments, outside agencies, and contractors.
- Assists the District Engineer/Operations Manager with long-range planning, operational and maintenance functions, regulatory compliance, and budget development (construction, operations, maintenance, vehicles, and equipment).
- Assists the Engineer/Operations Manager with developing construction and repair budgets and cost control measures.
- Provide input and review for the development and administration of construction, maintenance, and service contracts.
- Perform special projects and carry out work delegated by the Engineer/Operations Manager.
- Maintain adequate inventory of parts and supplies; order and track materials as needed.
- Provide consultation and input for purchase of pumps, panels, equipment, and other major components.
- Inspect and maintain the water delivery, storage, and pumping systems; identify problems and schedule repairs.
- Oversee preventive maintenance programs for pumps, motors, equipment, and facilities.
- Direct personnel in the repair and maintenance of automatic control systems, instrumentation, and telemetry systems (SCADA); interpret system data and make necessary adjustments.
- Adjust and maintain chlorinators; collect water samples for quality analysis.
- Maintain accurate files, records, time reports, and project documentation.
- Conduct staff meetings and instruct staff in proper safety procedures; implement the District's Safety Program and OSHA requirements.

- Represent the District with the public, contractors, and other government agencies.
- Operate heavy equipment (e.g., backhoe, dump truck, skid steer, wheel loader, excavator, drum roller, combination vacuum truck, CCTV truck) and power-driven equipment used in construction, operations, and maintenance.
- Evaluate employee performance, provide training, counsel employees, and recommend disciplinary actions as needed.
- Reconcile water and sewer totals for reporting purposes.
- Participate in the District's on-call program and respond to after-hours emergencies.
- In the absence of the Engineer/Operations Manager, fulfill Engineer/Operations Manager duties as directed by the General Manager.

### **Typical Physical Activities**

- Travel regularly by vehicle to inspect facilities and field operations.
- Work in various indoor and outdoor environments, including heat, cold, darkness, dust, rain, open trenches, sewage, chlorine, gasoline, and diesel fuel.
- Lift and carry up to 75 lbs; maneuver heavier loads with equipment or assistance.
- Stoop, kneel, crouch, crawl, climb, and work in confined spaces.
- Walk on uneven terrain, climb ladders, and enter trenches and manholes.
- Stand or sit for extended periods.
- Communicate effectively in person, over the phone, and via radio.
- Use computers, copiers, and other office equipment.
- Maintain hearing and vision within normal ranges, with or without correction.

### **Minimum Requirements**

- Possession of a valid Class A California driver's license with Tanker Endorsement and a clean driving record (no multiple/serious violations or accidents for at least two years; record must not increase District insurance rates).
- Possession of a valid Grade 3 Water Distribution Operator Certification issued by the California State Water Resources Control Board.
- Four (4) years of increasingly responsible experience in water and sewer system installation, maintenance, and repair, including work with pumps, wells, reservoirs, control systems, and heavy equipment.
- Participation in the federally mandated DOT drug and alcohol testing program.
- Possession of a CWEA Grade 3 Collection System Maintenance Certification (within one year of hire)
- Competent Person Confined Space Certification

**Knowledge of:**

- Principles, methods, materials, and equipment used in water/sewer system construction, operation, maintenance, and repair.
- Principles of water distribution and sewage collection system operations.
- District policies, rules, regulations, and procedures.
- Mathematics related to hydraulics, water measurement, chemical dosing, chlorine disinfection, and distribution systems.
- OSHA work safety standards and requirements.
- Supervision, training, and project management principles.
- Budget development and cost control.
- Operation and maintenance of pumps, motors, compressors, electrical panels, automatic controls, level sensors, valves, timers, chlorinators, SCADA and related equipment.
- Water sampling and quality testing procedures.

**Ability to:**

- Plan, organize, and direct construction, maintenance, installation, and repair projects.
- Supervise, assign, train, and evaluate utility workers in operations, maintenance, and construction.
- Diagnose and repair problems with pumps, motors, and control systems.
- Order parts, maintain inventories, and operate heavy equipment safely.
- Read and interpret plans, diagrams, blueprints, charts, and gauges.
- Prepare clear reports and maintain accurate records.
- Represent the District professionally with the public, contractors, and agencies.
- Prioritize and manage multiple work assignments.
- Make sound decisions within established guidelines.
- Manage and participate in the District's on-call rotation.
- Oversee the training and adhere to OSHA work safety programs
- Develop information, prepare reports and work orders.
- Establish and maintain cooperative working relationships.
- Perform inspection of pipeline and service laterals and other contract management duties.
- Make independent decisions within established policy and procedural guidelines and the Engineer/Operations Manager's directions.
- Prioritize various work assignments.
- Pass Respirator Fit Test.

**Other Requirements:**

Per California Government Code, Title 1, Division 4, Chapter 8, Section 3100 "all public employees are hereby declared to be disaster service workers subject to such disaster service activities as may be assigned to them by their superiors or by law.

**Employee Acknowledgement**

I acknowledge and understand that receipt of this job description provides a general summary of the position in which I am employed, that the contents of this job description are job requirements and, at this time, I know of no limitations which would prevent me from performing these functions with or without reasonable accommodation. I further understand that it is my responsibility to inform the General Manager at any time that I am unable to perform these functions.

The specific statements shown in each section of this job description are not intended to be all inclusive. They represent typical elements and criteria necessary to successfully perform the job. Job duties, tasks, work hours, and work requirements may be changed at any time. Acceptable job performance includes completion of the job responsibilities as well as compliance with the policies, procedures, rules and regulations of the District. My signature below confirms that I have read and understand this job description.

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Employee Signature

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Date