

WATER SERVICE FOREMAN
(Westchester Joint Water Works)

GENERAL STATEMENT OF DUTIES: Supervises the work of Water Servicemen and Water Meter Readers; investigates water service complaints by consumers; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision of the Water Service Superintendent, is responsible for contacting consumers who have reported high or low consumption, poor pressure, leaks, discolored water, frozen services, and broken or leaky meters; investigating same; and making the necessary adjustments and/or repairs. The incumbent in this class is considered to be a "working" foreman and assists the Water Service Superintendent in scheduling assignments. Supervision may be exercised over the work of a number of Water Servicemen and Water Meter Readers.

EXAMPLES OF WORK: (Illustrative Only)

Visits premises where high consumption, discolored water, poor pressure, leaks, frozen services, broken or leaky meters have been reported by consumer;

Investigates complaints of low or high bills as required;

Supervises Water Servicemen and Water Meter Readers in the field and does "troubleshooting" as required;

Checks water outlets and equipment on consumers premises on high consumption complaints;

Locates source of water leaks and waste;

Assists in scheduling assignments of Water Servicemen and Water Meter Readers;

Advises consumer as to correction or repair of defective water lines or appliances;

Locates curb boxes by inspection or using curb box finder;

Turns water service on or off at curb box;

Repairs water meters in service;

Determines whether or not meters are defective;

Replaces meters;

Thaws frozen pipes;

Inspects the installation of service lines;

Sets new meters;

EXAMPLES OF WORK: (Illustrative Only) (Continued.)

Uses tapping machine in installing service from main to curb;

Operates portable pumps to pump out flooded meter pits;

Prepares reports on work completed and/or complaints adjusted.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of the operation, installation, maintenance and repair of water meters; good knowledge of the operation, maintenance and repair of tapping machines, gasoline driven pumps and thawing machines; good knowledge of the practices, tools, and terminology used in maintenance of a water supply system; ability to plan, lay out and supervise the work of others; mechanical aptitude; ability to understand and carry out written instructions; ability to record figures accurately and to make simple calculations; ability to meet and deal with the public effectively; dependability; initiative; courtesy; tact; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from high school course and either (a) four years of experience in the area of water service and/or maintenance (i.e. public or private utility, plumber, etc.) including or supplemented by one year of supervisory experience; or (b) a satisfactory equivalent combination of the foregoing training and experience.

NOTE: Experience as a Water Serviceman, Water Maintenance Man Grade I or Assistant Distribution Foreman may be substituted on a year for year basis for the experience as stated in (a).

SPECIAL REQUIREMENT: Possession of a valid license to operate a motor vehicle in New York State at the time of appointment.