

**City of Truth or Consequences
Human Resources Office**

PH: (575) 740-7554

**505 Sims Street
Truth or Consequences, NM 87901**

FAX (575) 894-0363

JOB ADVERTISEMENT

Water Crew Foreman

The City of Truth or Consequences has an opening for the position for **Water Crew Foreman** in the Water/Wastewater Department.

See Job Description for full requirements and representative duties.

Pay rate commensurate with qualifications and experience, plus Benefits

Applications and Job Descriptions are available from the Human Resources Office, 505 Sims Street, T or C., NM, 87901, tel. #575-740-6673, fax #575-894-0363 or on the City's website at www.torcnm.org under the Human Resourced Department

. Deadline for applications to be returned to City's HR Office is Until Filled. E.O.E.

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**City of Truth or Consequences
Human Resources Office**

**PH: (575) 894-6673
Ext: 314**

**401 McAdoo Street
Truth or Consequences, NM 87901**

**MAIL: 505 Sims Street
FAX (575) 894-6690**

POSITION DESCRIPTION

Class Title: Water Crew Foreman
Department: Water/Wastewater
Division: Water

Classification: 14
Status: Classified

GENERAL PURPOSE:

Directs and supervises skilled and semi-skilled workers in all aspects of maintenance, construction, maintenance and operation of the water distribution and wastewater collection system and reading of the City's water meters.

SUPERVISION RECEIVED:

Under minimal supervision of the Water/Wastewater Director.

SUPERVISION EXERCISED:

Supervises full time employees as well as other temporary staff that are assigned to the water crew.

DUTIES AND RESPONSIBILITIES:

- 1) Ensures that all City and Division rules and regulations are adhered to.
- 2) Ensures that safety procedures and construction standards are being followed.
- 3) Provides on-the-job training to other employees in all areas of construction, maintaining and operating a water distribution and wastewater system and rebuilding and maintaining water meters.
- 4) Performs standby and alternate duties.
- 5) Handles customer complaints in a respectful and timely manner.
- 6) Keeps inventory, time and material records.
- 7) Supervises crew to sets and removes water meters.
- 8) Tests and repairs backflow devices.

The above listed duties are intended to be general in nature and level of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

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MINIMUM QUALIFICATIONS:

Education and Experience:

- A) High school diploma or GED equivalent.
- B) Five (5) to six (6) years of related experience, of which at least two (2) years were of supervisory in nature.

Knowledge, Skills and Abilities:

- A) Ability to maintain a pleasant working relationship with fellow employees and the general public.
- B) Must have computer skills in working with Microsoft Office Suite, Excel, and PC application and email software.

- C) Working knowledge and skill in use of methods, materials and tools used in the construction, maintenance and operation of a water distribution and wastewater collection system and maintenance and operation of water meters.
- D) Working knowledge of the occupational hazards and safety precautions dealing with water distribution and wastewater collection system.
- E) Ability to effectively instruct subordinates in the proper methods, procedures and safety precautions of line work and in the repairing of water meters.
- F) Skill in operating listed tools and equipment.
- G) Skill in the applications of basic First Aid; including CPR.
- H) Ability to follow complex oral and written instructions.
- I) Ability to communicate effectively in both oral and written English.
- J) Must possess good hearing and sight (aided or unaided).

Requirements/Certifications/Licenses:

- 1. Valid New Mexico Class “B” CDL with tanker endorsement.
- 2. Must possess New Mexico Water II.
- 3. Must successfully pass the pre-employment drug and alcohol screening test, and the post offer employment medical examination.

EQUIPMENT, TOOLS AND MATERIALS:

- 1. Equipment and tools typically used: Division vehicles, portable or mobile radio, various hand tools and when needed, appropriate personal protective equipment.

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- 2. Materials and products handled: All materials dealing with the construction and maintenance and equipment; all chemicals dealing with the maintenance of Division vehicles and the general housekeeping of Division buildings and grounds; including aerosol insecticides.

This list is general not all inclusive

WORK ENVIRONMENT:

- 1. All essential duties are performed outdoors with exposure to natural weather conditions with extremes in temperatures.
- 2. Works closely with other employees.
- 3. Exposure to various fumes, odors, mists or dusts.
- 4. Exposure to moderate noise levels.
- 5. Job hazards or potential job hazards include cuts, bruises, animal or insect bites or stings, sprains, strains, broken bones, exposure to electrical shock and operation of Division vehicles or equipment, falling objects.
- 6. Essential duties are normally performed during weekdays, although emergencies may require working all hours of the day or night, including weekends and holidays.

The work environment characteristics described above are representative of those an employee may encounter while performing the essential functions of this job.

PHYSICAL FUNCTIONS:

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

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions when notified of said disability.

- 1. Duties may involve lifting of heavy objects up to 50 pounds.
- 2. Duties involve walking or standing for long periods of time on even, uneven, hard, soft, wet or dry surfaces

3. Duties involve climbing, crawling, sitting, crouching, kneeling, twisting, bending; ability to assume prone positions, to rotate and to balance.
4. Duties require use of hands to finger, handle, feel or operate objects, tools or controls, grasp, manipulate, reach with hands and arms, overall and finger dexterity
5. Duties require ability to talk and hear
6. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus, bilateral coordination, and eye and hand coordination.

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SELECTED GUIDELINES:

Formal application, rating of education and experience; oral interview and reference check; job related tests may be requested.

This Position Description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee Signature

Date