

**RANCHO CALIFORNIA WATER DISTRICT
POSITION DESCRIPTION**

DATE: July 1, 2019

POSITION TITLE: **WELL & PUMP FOREMAN**

GRADE LEVEL: E18

SUPERVISOR TITLE: Water Systems Supervisor

FLSA STATUS: [] Exempt [X] Non-Exempt

BARGAINING UNIT: [X] RCWDEA [] RCWD MPCEA




DEFINITION

Under general supervision, to lead, supervise and perform complex and specialized technical duties including pump, motor & well and motor maintenance and repair

CLASS CHARACTERISTICS

This is the advanced journey level, supervision classification in the Well & Pump Maintenance class series. Positions assigned to this level provide lead supervision to journey level staff and independently perform highly technical and specialized maintenance and repair duties at a level beyond that found at a journey level. Lead supervisory duties include assigning specific duties, ensuring completion and compliance with applicable standards, policies and procedures, as well as providing technical assistance, training and writing and conducting performance appraisals, assist in department budget preparation. This job classification is represented by the Rancho California Water District Employees Association (RCWDEA) bargaining unit

EXAMPLE OF DUTIES (Duties may include, but are not limited to, the following):

-  Assign and evaluate the work of a crew of Well and Pump Technicians performing maintenance and repair duties; ensure completion of assigned duties
-  Train assigned staff and provide technical assistance as required; recommend work methods and procedures
-  Conduct formal performance appraisals; participate in a variety of personnel actions including hiring, counseling, training, promotion, discipline, and termination

- ✎ Provide staff assistance to higher-level staff; investigate and prepare recommendations related to operational and administrative issues
- ✎ Inspect and troubleshoot pumps, motors, wells, and related equipment to determine source of problem and/or failures
- ✎ Remove and install booster, well pumps, and electrical motors
- ✎ Inspect and maintain compressors and related equipment including Surge tanks
- ✎ Research and analyze test pumping conditions of well, pumps, and motors to evaluate existing design and efficiency
- ✎ Conduct site inspections including piping, fasteners, cleanliness, oil levels and general condition of pumps
- ✎ Maintain and update well and pump files with status
- ✎ Perform related duties as assigned
- ✎ Maintain and coordinates CMMS and Planned corrective with Engineering and Operations
- ✎ Work with outside vendors
- ✎ Supervise multiple projects
- ✎ Pump and motor design
- ✎ Perform vibration analysis and apply corrective measures

QUALIFICATIONS

Knowledge of:

- ✎ Water Systems Hydraulics
- ✎ Advanced principles and practices of well and pump maintenance and testing
- ✎ Applicable laws, codes and regulations
- ✎ Methods, materials and equipment used in the maintenance and repair of pumps, motors and system hydraulics
- ✎ District rules, regulations, policies and procedures
- ✎ District sites and facilities
- ✎ Principles of work direction, coordination and training
- ✎ Knowledge of Vibration analysis
- ✎ Knowledge of pump and well design
- ✎ Knowledge of water well rehabilitation

Ability to:

- ✎ Lead and participate in a full range of pump maintenance, pump motor, well maintenance services
- ✎ Diagnose problems (i.e., equipment failure) and provide effective solutions
- ✎ Coordinate assigned activities with the activities of other departments
- ✎ Operate a variety of hand and power tools

- ✎ Operate heavy equipment
- ✎ Establish and maintain cooperative working relationships
- ✎ Work with outside vendors/contractors
- ✎ Understand and apply advanced concepts of vibration analysis

SELECTION GUIDELINES

The appropriate knowledge, skills, and abilities can be achieved through a variety of combinations of experience and training. A typical example is:

Experience: At least three (3) or more years of increasingly responsible experience as a Pump and Well Technician II repairing and maintaining pumps and motors or related equipment with supervisory experience. Experience with a public utility is preferred

Training: Any combination of formal or informal training and education that provides the ability to read and write at a level required by assigned duties

Licenses and Certificates:

- ✎ Grade D3 Water Distribution Certificate – SWRCB, required
- ✎ Grade T2 Water Treatment Certificate – SWRCB , required
- ✎ Forklift Operator Certificate, required
- ✎ Crane Operator Certificate, required
- ✎ First Aid Certificate, required
- ✎ Traffic Control Certificate, required
- ✎ California unrestricted class A driver's license, with air brake endorsement, required
- ✎ ISO Vibration Analysis Certificate Level 2, desirable
- ✎ Water Technology Certificate, desirable

PHYSICAL REQUIREMENTS/WORKING CONDITIONS

The essential functions of this position may require the employee to perform the following physical activities:

- ✎ Operates a District vehicle to travel between job sites and remote facilities
- ✎ Must be able to carry, push, pull, reach and lift equipment and parts up to 50 lbs. and heavier weights with the use of proper assistance
- ✎ Stoop, kneel, crouch, crawl and climb during regular duties
- ✎ Communicates verbally with District management, co-workers, and the public in face-to-face, one-on-one, and group meetings

- ✎ Use office equipment such as computers, copier, and fax machines
- ✎ Regularly uses a telephone or radio for communication
- ✎ Ability to speak and hear both in person, by telephone, and radio
- ✎ Vision within normal ranges with or without correction.
- ✎ Stand and walk for extended periods
- ✎ Regular attendance

The essential functions of this position may expose the employee to the following working conditions:

- ✎ 50%-100% of work time spent outside a building exposed to the sun
- ✎ Inclement weather
- ✎ Hot and cold temperatures
- ✎ Hazardous materials
- ✎ Electrical hazards
- ✎ Heights
- ✎ Confined spaces
- ✎ Potentially dangerous tools and equipment
- ✎ Traffic hazards
- ✎ Trenching and excavations
- ✎ Wildlife

OTHER REQUIREMENTS

- ✎ Willingness to work nights, weekends, and overtime, as necessary
- ✎ May be required to serve stand-by duty as assigned by management

_____	_____
Employee Signature	Date
_____	_____
Supervisor/Manager Signature	Date