

**RESORT IMPROVEMENT DISTRICT NO. 1**  
**Shelter Cove Sewer and Other Facilities Maintenance District No. 1**

**POLICY TITLE:**                    **Job Description: Distribution and Repair Foreman**

**POLICY NUMBER:**            **2392**

**Description:** The Distribution & Repair Foreman assists the Water/Wastewater Superintendent in various utility projects.

**Essential Functions and Duties**

1. Operate District equipment including, backhoe, excavator, dump truck, bucket truck, forklift, chipper, and typical small tools used in utility work.
2. Assist with training new employees in operation of equipment and utility practices.
3. Supervise laborers assigned to the Distribution & Repair crew as delegated by the Superintendent.

**Secondary Functions (or ability to learn)**

1. Approved by the General Manager, the Water/Wastewater Superintendent and Power Generation Superintendent, attend training that would qualify all personnel for on-call duties pertaining to the water/wastewater and electrical departments.
2. Work overtime and take standby and emergency responsibilities on a rotational basis with other field personnel.
3. Assume the responsibilities of the Superintendent in their absence.
4. Perform other duties as assigned.

**Required Knowledge, Skills, and Abilities**

1. Must have completed high school or its equivalent.
2. Must be computer and network/internet literate.
3. Should have the ability to understand and carry out oral and written direction as well as maintain cooperative and professional relations with the public at all times.
4. Should be organized and accurate with a solid understanding of basic English, simple bookkeeping practices and math at a level required for successful job performance.

**Training and Experience**

1. Should possess two (2) years experience in the operation of light and medium motorized equipment and in the construction and/or maintenance of water, sewer and electrical facilities or similar facilities.

2. Experience, training or certification in water, wastewater, backflow prevention, electrical lineman, underground utility construction, road construction, building construction, project management, materials take-off and acquisition is desirable.

### **Special Requirements**

1. May work odd shifts, weekends or holidays and perform standby duties as assigned.
2. Must be available to respond to emergencies which affect the District such as earthquakes, power outages, pipeline breaks, high water events and chlorine breaks.
3. Must live within one hour of Shelter Cove/District boundaries.

### **Licenses and Certificates**

1. Must possess the category of California Driver's License required by the State Department of Motor Vehicles to perform the essential duties of the position. Job incumbents must maintain a driving record acceptable to the District and its insurance carrier. Compliance with these requirements and established District vehicle operation standards is a condition of continuing employment.
2. Must possess a valid and appropriate Class A California Driver's License with airbrake and tank endorsement.
3. Must possess a Grade 2 Water Distribution certification or obtain one within one year.
4. Must acquire basic American Red Cross First Aid/CPR/AED certificates during the initial year of employment.
5. Must possess or have the ability to obtain Collections License 2.
6. Have the ability to obtain a Backflow Prevention License.

### **Essential Physical Abilities**

1. Must successfully pass a pre-employment medical examination and drug screening.
2. Must be able to lift and carry fifty (50) pounds.
3. Must be able to perform strenuous manual labor, often in inclement weather.

### **Compensation and Benefits**

1. Full-time position.
2. Six-month probationary period for new hires. For incumbent employees attaining the classification, a twelve-month probation related to classification specific performance with ability to return to previously held RID#1 classification, and wage rate if applicable, within the defined probationary period if unsuccessful.
3. Fringe benefits package outlined in the RID/IBEW Union MOU; see Exhibit "B-1," Hourly Wage Schedule.