

NORTH BEACH WATER DISTRICT  
PACIFIC COUNTY, WASHINGTON

RESOLUTION NO. 06-2017

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF NORTH BEACH WATER DISTRICT, PACIFIC COUNTY, WASHINGTON, AUTHORIZING A NEW POSITION AND ADOPTING A NEW JOB DESCRIPTION FOR FOREMAN.

WHEREAS, The Board of Commissioners desires to add a new position to the operations and maintenance of the water system;

NOW, THEREFORE, THE NORTH BEACH WATER DISTRICT BOARD OF COMMISSIONERS DOES HEREBY RESOLVE AS FOLLOWS:

SECTION 1 That a new management position with the title "Foreman" is hereby approved and authorized.

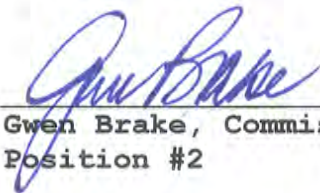
SECTION 2 That the job description for Foreman, attached hereto and incorporated herein, is approved.

SECTION 3 That the General Manager is hereby authorized to fill the position of Foreman immediately.

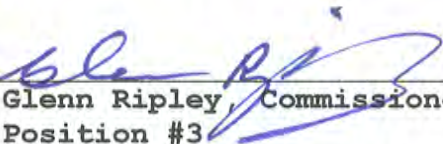
ADOPTED by the Board of Commissioners on North Beach Water District, Pacific County, Washington at its regular meeting held on the 19<sup>th</sup> day of June, 2017.



\_\_\_\_\_  
Brian Sheldon, Commissioner  
Position #1



\_\_\_\_\_  
Gwen Brake, Commissioner  
Position #2



\_\_\_\_\_  
Glenn Ripley, Commissioner  
Position #3

EXHIBIT "A"  
NORTH BEACH WATER DISTRICT  
JOB DESCRIPTION

FOREMAN

**GENERAL PURPOSE**

To safely lead the field crew in the daily operation and maintenance of the water supply system. Supplement the instruction and training of subordinate employees regarding safety, use of equipment, standard installation practices, and water quality standards.

**ESSENTIAL FUNCTIONS AND DUTIES**

The specific statements shown for each task are not intended to be all inclusive. They represent minimal essential elements and criteria considered necessary to successfully perform the job. Other related duties and responsibilities may be required or assigned, as needed.

- Lead field crew in all activities that maintain and improve the District's system.
- Examples of principle responsibilities to include the following: To direct staff in maintaining reservoir levels, repairing leaks in the water supply system, reading meters, and landscape maintenance. To direct staff in maintaining and keeping in repair District reservoirs, pump stations, pressure regulating valves (PRV), water mains, gate valves, fire hydrants, blow offs and air vacuum release valves, services and water meters.
- Oversee the installation of water meters, services, fire hydrants, mains, gate valves and other infrastructure.
- Direct the routine maintenance of shops and yards.
- Communicate with customers and investigate their problems and complaints.
- Oversee the purchase of supplies, inventory materials and safety equipment. Make recommendations to the Operations Manager on what to include in the budget for major purchases.
- Perform other duties as assigned.

**DESIRABLE SKILLS, KNOWLEDGE AND ABILITIES:**

**Knowledge of:**

- Practices, principles, procedures, regulations, and techniques relating to water distribution operations and water quality.
- Occupational hazards and safety precautions applicable to all phases of work performed in the District.
- Practices, procedures, and equipment used in District installation and maintenance activities.

- Water works construction standards.
- OSHA/WSHA standards and safety issues.
- Operation and use of a computer.
- Effective communication both verbal and written
- Operation and use of hand and power tools.
- Operation and use of construction equipment.
- Operate motor vehicles, including but not limited to dump trucks.
- Water works construction standards.

**Ability to:**

- Implement District goals and work plans.
- Analyze and evaluate District operations and develop and implement corrective action to resolve problems.
- Establish and maintain effective working relationships fellow employees, District management, the Board of Commissioners, other agencies and the general public.
- Communicate effectively, both verbally and in writing, with individuals and groups regarding complex or sensitive issues or regulations.
- Physical ability to perform the essential job functions.

**EDUCATION EXPERIENCE LICENSES:**

- Candidate must be High School Graduate or Equivalent, must have at least four (4) years water distributions experience and two (2) years of supervisor experience.

The following certifications must be obtained and maintained within two years:

- Washington State Department of Health Water Distribution Manager 2, Water Treatment Plant Operator 2, Backflow Assembly Tester, and Cross-connection Control Specialist,
- First aid/CPR,
- Washington State flagging certification,
- Completion of "competent person training" in the areas of trenching, shoring and confined spaces.
- Washington State Driver's License with a driving record acceptable to the District.

**ENVIRONMENTAL WORK CONDITIONS**

- In emergency situations must be willing to work any hours as needed. Be able to work in adverse weather conditions. Be required to lift tools, equipment, or materials weighing over 100 lbs. must be willing to work in environments that may present hazards, such as those found when working around various kinds of machinery and traffic.

- Must be able to see, hear and smell in order to perform signaling and dye tests, detect fumes, odors, and gases and respond to telemetry equipment, being responsive to their own safety, as well as that of other coworkers when exposed to the hazards listed below.
- All requirements are subject to possible modification to reasonably accommodate individuals with disabilities, however, some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves, other employees or customers.
- Staff members operate in a tobacco and drug-free work environment for their health, safety and productivity, as well as that of their customers.

FLSA STATUS

Non-Exempt

Wage Tier Schedule - Effective July, 1 2017

| Tier | Monthly Salary |
|------|----------------|
| 1    | \$23.00        |
| 2    | \$23.69        |
| 3    | \$24.40        |
| 4    | \$25.13        |
| 5    | \$25.89        |
| 6    | \$26.53        |

| Tier | Monthly Salary |
|------|----------------|
| 7    | \$27.20        |
| 8    | \$27.88        |
| 9    | \$28.57        |
| 10   | \$29.29        |
| 11   | \$30.02        |
| 12   | \$30.77        |

Employee Name: \_\_\_\_\_

Employee Tier: \_\_\_\_\_

Date: \_\_\_\_\_

Employee Signature: \_\_\_\_\_

General Manager's Signature: \_\_\_\_\_