



Utility Foreman

Grand Chute is a growing, vibrant community of 23,200 residents, and has a tax base of more than \$2.4 billion. In addition to steady growth in residential development, Grand Chute is recognized as the commercial and retail center of Wisconsin's Fox Cities region.

The Town of Grand Chute is accepting applications for the position of Utility Foreman in the Department of Public Works. Under the general direction of the Public Works Superintendent, the purpose of this position is to provide supervision and hands-on leadership for water and sanitary sewer distribution system maintenance, repair, and reconstruction. The employee in this position will instruct, lead, participate in, and facilitate the work of public works personnel and private contractors. Work is performed with considerable independence within established policies and procedures and is reviewed by the Public Works Superintendent through reports and results obtained.

This is a Full-Time position that is scheduled to work the following seasonal schedules:

- October 1 – March 31:
 - 7am – 3pm Monday through Friday
- April 1 – September 30:
 - 6am – 3pm Monday through Thursday
 - 6am – 10am Friday

Qualified candidates must:

- Be at least eighteen (18) years of age.
- Minimum of:
 - High School diploma or equivalent
 - AND
 - And a minimum of 5-7 years of progressively responsible experience with heavy equipment use, water/wastewater, maintenance/repair experience, pipe laying and plumbing or a combination of education and experience.
- Must possess and maintain a Wisconsin DNR certificate as a class Grade D-1 water distribution operator and willing to participate in ongoing education in water distribution.
- Must possess and maintain a valid commercial driver license Class B/C/D with an N endorsement; ability to operate a motor vehicle and have reliable transportation.
- Ability to work in potentially uncomfortable conditions and lift:
 - Regularly 25-50 pounds
 - Infrequently 50-100 pounds

Starting salary range of \$24.72 to \$26.13 based on experience and qualifications.

A detailed job description and employment application is available on the Employment page of the Town's website, <https://www.grandchute.net>, or in person at Town Hall. To apply, submit a Grand Chute Employment Application and Resume to Director of Public Works, 1900 W. Grand Chute Boulevard, Grand Chute, WI 54913-9613 no later than 4:30 pm on Thursday, October 22, 2020. Application and resume may be emailed to: Katie.schwartz@grandchute.net

Town of Grand Chute is an Equal Opportunity Employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran, or disability status.



**TOWN OF GRAND CHUTE
Position Description**

Department: Public Works

Title: Utility Foreman

Pay Grade: I

FLSA: Non-Exempt

Date: September 2020

Reports To: Public Works Superintendent

Purpose of Position

Under the general direction of the Public Works Superintendent, the purpose of this position is to provide supervision and hands-on leadership for water and sanitary sewer distribution system maintenance, repair, and construction. The employee in this position will instruct, lead, participate in, and facilitate the work of public works personnel and private contractors. Work is performed with considerable independence within established policies and procedures and is reviewed by the Public Works Superintendent through reports and results obtained.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Plans daily work. Assigns jobs to work crews and individuals. Determines and approves needed equipment, materials and supplies for tasks and projects.
 - Approve timesheets and prepare job reports for time and materials used. Approves employee overtime and vacation requests.
 - Trains and monitors employees regarding proper procedures, safety and health in the work environment and instigates corrective actions.
 - Schedules water system maintenance and repairs per WNDR regulations.
 - Perform hydrant flow and pressure testing per AWWA guidelines.
 - Coordinates with outside contractors for water related services, inspections, and maintenance.
 - Conducts sanitary sewer and lift station inspection surveys per WDNR requirements and plan/schedule corrective measures.
 - Directs and participates in the repairing of water main breaks.
 - Oversees utility locating of municipal utilities.
 - Operate a variety of equipment, machines and tools in the repair and maintenance of water and sanitary sewer utility systems such as dump trucks, back hoes, pumps, generators, tractors, excavators, and hand tools.
 - Performs minor equipment repairs and recommends replacement. Advises appropriate staff of new equipment specifications.
 - Informs and advises residents and businesses on breaks in water mains, service leaks, illicit connections, POWTS, and other concerns; takes and acts upon complaints from the public.
 - Promotes and maintains positive departmental public relations and image with customers. This includes other Town Departments and staff, developers, contractors, engineers, property owners, and the community in general.
 - Acts as a liaison between the contractor, Town staff, and the general public.
 - Enforces safety with crews and makes recommendations on the safety training program.
 - Must be willing and able to be on 24-hour call.
 - Must be able to be at the Town Hall within 60 minutes or less after receiving call.
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Additional Tasks and Responsibilities

While the following tasks are necessary for the work of the department, they are not an essential part of this position and may be performed by other members.

- Assists in preparing and maintaining a preventative maintenance program and department budget.
- Rebuilds and relocates hydrants and adjusts manholes. Maintains and repairs valves. Taps mains. Oversees contractors installing Town owned water mains and services.
- Directs sewer cleaning and lift station maintenance. Replaces electric motors and rebuilds pumps.
- Collects water samples for testing.
- Monitors and performs meter installations, meter AMR reading, and water meter rebuilds.
- Locates water and sewer lines leaks.
- Inspects work performed by contractors including connections to existing systems and new mains, manholes, fire hydrants, curb stops and valves.
- Completes inspection forms, service requests, and work orders.
- Performs routine equipment/vehicle maintenance such as washing and greasing equipment.
- Evaluates performance of utility employees.
- Performs snow plowing and salting of streets and /or parking areas and clearing snow from pedestrian ways.
- Must be reliable in attendance and flexible to work additional hours as needed.
- Provide outstanding customer service to public.
- Ability to work effectively with little supervision.
- Performs other duties as assigned or requested.
- Contributes to team effort by accomplishing related results as needed.
- Performs any and all duties of Utility Operator and Senior Utility Operator.

Minimum Training and Experience Required to Perform Essential Job Functions

- Must be at least eighteen (18) years of age with a High School diploma or equivalent.
- A minimum of 5-7 years of progressively responsible experience with heavy equipment use, water/wastewater, maintenance/repair experience, pipe laying and plumbing or a combination of education and experience.
- Must be able to follow and comply with WDNR and other regulatory agency's drinking water and waste water policies.
- Comprehension and troubleshooting capabilities of mechanical and SCADA systems.
- Ability to multi-task.
- Working knowledge of the methods, materials and equipment used in water and sewer construction and maintenance work. Follow confined space entry procedures.
- Must possess and maintain a Wisconsin DNR certificate as a class Grade D-1 water distribution operator and willing to participate in ongoing continuing education in water distribution.
- Must possess and maintain a valid commercial driver license Class B/C/D with an N endorsement; ability to operate a motor vehicle and have reliable transportation.
- Effectively operate a computer, tablet, SCADA system, Sensus AMR meter reading software, and water and wastewater pumping related software.



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Language Ability and Interpersonal Communication

- Ability to analyze and categorize data and information in order to determine the relationship of the data with reference to established criteria/standards. Ability to compare, count, differentiate, measure, assemble, copy, record, and transcribe data and information. Ability to classify, compute, and tabulate data.
- Ability to compare, count, differentiate, measure and sort information.
- Ability to explain, demonstrate and clarify to others within well-established policies, procedures and standards.
- Ability to follow specific instructions and respond to simple requests from others.
- Ability to utilize a wide variety of descriptive data and information, such as regulations, work orders, time sheets, maps, project plans, televising reports/videos, purchase orders and general operating manuals.
- Literacy in English with the ability to understand and carry out oral and written instructions and posted schedules; this includes the ability to maintain and prepare accurate records and reports.
- Ability to establish and maintain effective, harmonious, cooperative and productive working relationships with other employees and to effectively communicate with Town employees, the general public, contractors and customers.

Mathematical Ability

- Ability to add, subtract, multiply, divide, and calculate decimals, volumes, ratios, and percentages.

Judgement and Situational Reasoning Ability

- Ability to use functional reasoning and apply rational judgment in performing diversified work activities such as supervising.
- Requires the ability to carry out instructions furnished in written, oral, or diagram form. Involves semi-routine standardized work with some latitude for independent judgement regarding choices of action.
- Ability to exercise the judgment, decisiveness, and creativity required in situations involving the evaluation of information against sensory and/or judgmental criteria.
- Work is performed under limited supervision.
- Adhere to and promotes safety as a priority in the workplace.

Physical Abilities Required to Perform Essential Job Functions

- Ability to operate equipment and machinery requiring monitoring multiple conditions and making multiple, complex and rapid adjustments such as tractors, backhoe, excavator, welder, cutting torch, vactors, mechanic's hand tools and carpenter's tools.
- Ability to coordinate eyes, hands, feet and limbs in performing highly skilled movements such as equipment operation.
- Ability to exert moderately heavy physical effort in moderate to heavy work, typically involving a combination of climbing and balancing, stooping, kneeling, crouching, crawling, lifting, carrying, pushing, and pulling.
- Ability to lift 25-50lbs regularly and up to 100lbs or more with assistance.
- Ability to recognize and identify similarities or differences between characteristics of colors, forms, sounds, tastes odors and textures associated with job-related objects, materials and tasks.



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Environmental Adaptability

- Ability to work under moderately hazardous and uncomfortable conditions where exposure to environmental factors such as extreme hot or cold, odors, toxic agents, violence, noise, vibrations, wetness, machinery, electrical currents, traffic hazards, disease and/or dust may cause or causing discomfort and where there is a risk of injury.

EEO/ADA POLICY STATEMENT

The Town of Grand Chute is an Equal Opportunity Employer in compliance with the Americans with Disabilities Act. The Town will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Employee's Signature

Supervisor's Signature

Date

Date