Working Foreman
Bargaining Unit Position

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DESCRIPTION:
Under general direction of the Maintenance Manager, supervises one or more individuals and participates in the routine mechanical and general construction and maintenance work associated with the operation, maintenance, and repair of water supply, flood control, hydroelectric and recreation facilities and their various related components of the Yuba Water Agency’s facilities.

DISTINGUISHING CHARACTERISTICS:
The Working Foreman is a supervisory level position that performs full, first-line supervisory responsibilities including planning, assigning, and evaluating the work of subordinates and overseeing a program area within a work unit or department. The Working Foreman must perform his/her duties in a manner that reflects positively on the Yuba Water Agency, supports a strong safety culture, and meets the missions of the agency of flood control, water supply, fishery enhancement, recreation, and hydroelectric generation.

EXAMPLES OF ESSENTIAL DUTIES:
This class description lists the major duties and requirements of the job and is not all-inclusive. Not all duties are necessarily performed by each incumbent. Incumbents may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills to perform other duties as assigned.

- Maintain and repair boats, tunnels, penstocks, hydroelectric generating equipment involving mechanical, pneumatic, and hydraulic components.
- Plans jobs, makes assignments, arranges for necessary tools, equipment, supplies, and support services for the Mechanical, Utility, and Hydro maintenance crews.
- Furnishes necessary instructions and assistance for the successful and timely completion of jobs.
- Responsible for accomplishing all aspects of the assigned work in conformance with personnel and equipment safety standards.
- Trains personnel assigned under employee’s supervision.
- Welds, using Gas, Arc, Mig and Tig processes.
- Operates machine tools such as lathes, milling machines, saws, and drill presses in the fabrication and repair of metal components and one-off pieces that are non-existent for the agency’s equipment.
- Operates Overhead Cranes, A-Frame Cranes and various other cranes with appropriate certification.
- Prepares work and maintenance schedules working collaboratively with the Power Systems group.
- Keeps the Maintenance Manager informed of the status of personnel, work plans, and work in progress in a timely manner.
- Prepares reports, keeps records, participates in the preparation of budgets, including cost estimates.
- Builds and maintains positive working relationships with co-workers, other agency employees, and the public using principles of good customer service.
- Regular attendance and adherence to prescribed work schedule to conduct job responsibilities.
- Performs related duties as assigned.

KNOWLEDGE OF:
- Computer maintenance management systems (CMMS) with the ability to manage work order flow, input time and labor estimates and complete work orders with detailed information on work completed.
- Ensure that effective safety practices are understood and observed.
- Pertinent laws, codes, and regulations as it applies to the position.
- Safety Orders of the Division of Occupational Safety and Health dealing with electrical, welding, rigging, and
SKILLED IN:

- Excellent time management, highly organized, detailed, self-motivated, and ability to perform tasks with minimum supervision.
- Maintaining chronologically accurate, traceable records and files in the CMMS system and computer.
- Resolving problems and situations in the workplace at the lowest possible level while keeping the Maintenance Manager informed.
- Communicating clearly and concisely, both oral and written.
- Basic computer skills, including Microsoft Office (Outlook, Word, Excel, etc.).

ABILITY TO:

- Analyze and organize jobs, read complex drawings and documents, and make sound decisions for the tasks involved working collaboratively with other departments and agency employees.
- Work with speed and accuracy to ensure expected schedules and due dates are met with safety in mind.
- Prioritize work based on the agency’s needs to meet and exceed critical project deadlines and requirements.
- Work under pressure and make decisions when only limited information is available.
- Operate a wide variety of machine and hand tools.
- Plan, lay out, supervise, and inspect the work of a crew of Plant Mechanics, Utility Workers and Hydro Maintenance Workers.
- Make rough sketches of mechanical work; read blueprints and work from plans and specifications.
- Make estimates of cost and time for work; keep simple records and make reports; ensure that effective safety practices are understood and observed.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

The conditions herein 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 job functions.

Environment: Work may be performed in an outdoor field environment with all types of weather and temperature conditions; exposure to noise, dirt, dust, traffic, electrical energy, and high voltage; may work irregular hours; work and/or walk on various types of surfaces including slippery or uneven surfaces, waterways, and rough terrain; frequent opportunity and requirements to interact with the general public and property owners, contractors, suppliers and state, federal, county and other public agencies.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting and in a field environment; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; walk on uneven terrain, loose soil, and sloped surfaces; to lift, carry, push, and/or pull light to moderate amounts of weight, up to but not limited to 50 pounds, in accordance with safe working practices; if lifting more than 50 pounds use two or more people to lift load; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; to travel to other locations; to operate equipment and vehicles, and to verbally communicate to exchange information. Must be able to climb ladders, climb multiple flights of stairs; have dexterity to climb in and out of, and ability to work in close quarters. Requires the use of safety hats, belts, harnesses, face guards, safety glasses and goggles, safety shoes, protective clothing including Arc Flash/FR clothing, ear protection, and other safety equipment, where necessary.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.
MINIMUM QUALIFICATIONS:
The minimum and preferred requirements are listed below. While the following requirements outline the minimum qualifications, the agency reserves the right to select applicants for further consideration who demonstrate the best qualifications and match for the job. Meeting the minimum qualifications does not guarantee further participation in the selection process.

**Education/Training:** High school diploma/ or equivalent; completion of Hydroelectric Plant Mechanic apprenticeship or journey-level certificate program that is related to the Hydroelectric Industry. Associates degree preferred.

**Experience:** Must have a minimum of 5 years’ journey-level experience working as a Plant Mechanic in the hydroelectric industry or equivalent combined related experience. Six months leadership experience in a lead position or foreman level in the hydroelectric industry preferred.

**License or Certificate:** Possession of, and ability to maintain an appropriate valid class C California Driver License.

SPECIAL REQUIREMENTS:
This position is subject to call out at any time and must reside close enough to travel to the Colgate Powerhouse within one hour.

POST OFFER/PRE-EMPLOYMENT PHYSICAL:
Employment is subject to passing a physical examination, including a drug test and a pre-employment background check.

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