

Memorandum Of Agreement

Between

The State Employees Association of New Hampshire, Local 1984

&

The North Conway Water and Fire Precinct

This Memorandum of Agreement is entered this 7th day of June, 2023 by and between The North Conway Water and Fire Precinct (hereinafter, the “Precinct”) and SEA/SEIU Local 1984 (hereinafter, the “Union”).

Whereas, the parties have negotiated and the Precinct voters have approved the cost items included in a successor Collective Bargaining Agreement (hereinafter, the “CBA”) for the period January 1, 2023 through December 31, 2027;

Whereas, the parties mutually desire to amend the appendices to the CBA to clarify the revisions to the job classifications and wage scale and to correct certain inadvertent omissions from the final draft of the CBA which was signed by the parties on April 12, 2023.

Therefore the parties agree as follows:

1. Articles 19.1 and 19.2 are hereby amended to replace the term “position” with the term “classification”.
2. Appendix A, is hereby amended to replace the term “Position” with the term “Classification”, to remove the terms “Asst. Foreman”, “Maintenance Lead”, and “Lab Tech”, and to remove the classification “Meter and Backflow Coordinator” in its entirety.
3. Appendix A is hereby amended to add the following clarification:

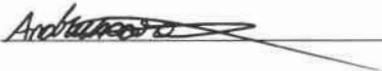
**NOTES REGARDING ADVANCEMENT IN CLASSIFICATION AND GRADE
LEVEL**

- 1. Employees who complete the requirements to advance in classification and grade level will be moved to the appropriate classification upon presentation of documentation of such to the Business Manager.**
- 2. Employees who advance in classification level during a contract year will be eligible for an increase in their hourly rate of \$1.00 per hour or an increase to the minimum wage for the applicable classification, whichever is greater. Increases will take effect in the pay period following submission of documentation to the Business Manager. For budgeting purposes, employees who anticipate advancing to a higher classification during the next contract year must notify the Superintendent no later than November 1 of the current contract year. Failure to provide such notice may result in the withholding of the increase until the start of the next budget year, at the discretion of the Superintendent.**
4. A revised Appendix A is attached hereto.
5. Appendix B is hereby amended to replace the term "Position Grade" with the term "Classification".
6. A revised Appendix B is attached hereto.
7. It is further agreed that the positions of Meter-Backflow Lead and Treatment Lead shall require a minimum of Operator II classification but shall allow for advancement to Operator III and IV classifications.
8. Job Descriptions have been revised to reflect the new job classifications and the Union acknowledges that it has been provided copies of the revised job descriptions.
9. Kyle Fall shall receive a pay increase of \$.50 per hour effective in the first payroll following execution of this Memorandum of Agreement. It is agreed that this mid-year increase is appropriate given the additional duties assumed by Mr. Fall. It is expressly understood and agreed that this increase does not establish any

precedent and there will be no further wage increases during the term of the CBA other than the annual increases set forth in the CBA and the increases related to advancement to a higher job classification.

10. This Memorandum of Agreement will remain in effect for the duration of the CBA. Thereafter, any changes to the CBA or the Appendices must be incorporated into the successor collective bargaining agreement.

SEA/SEIU Local 1984

By: 

Title: Field Representative Two

Date: 06/06/2023

The North Conway Water and Fire Precinct

By: 
Commissioner


Commissioner

Commissioner

Date: _____

APPENDIX A -- WAGE SCALE

EFFECTIVE JANUARY 1, 2023

Revised 6/ /23

Administration

2023-2025

2026-2027

Classification	Grade	Minimum	Maximum	Minimum	Maximum
Administrative Clerk I	1	\$19.00	\$24.00	\$21.00	\$26.00
Administrative Clerk II	2	\$22.00	\$29.00	\$24.00	\$31.00
Administrative Clerk III	3	\$23.50	\$30.00	\$25.50	\$32.00
Business Administrator I	4	\$25.00	\$33.50	\$27.00	\$35.50
Business Administrator II	5	\$27.50	\$35.50	\$29.50	\$37.50

Drinking Water & Sewer Collections

2023-2025

2026-2027

Classification	Grade	Minimum	Maximum	Minimum	Maximum
Operator I	1	\$19.00	\$24.00	\$21.00	\$26.00
Operator II	2	\$22.00	\$29.00	\$24.00	\$31.00
Operator III	3	\$23.50	\$30.00	\$25.50	\$32.00
Operator IV	4	\$25.00	\$33.50	\$27.00	\$35.50
Foreman	5	\$27.50	\$35.50	\$29.50	\$37.50

Wastewater Treatment

2023-2025

2026-2027

Classification	Grade	Minimum	Maximum	Minimum	Maximum
Operator I	1	\$19.00	\$24.00	\$21.00	\$26.00
Operator II	2	\$22.00	\$29.00	\$24.00	\$31.00
Operator III	3	\$23.50	\$30.00	\$25.50	\$32.00
Operator IV	4	\$25.00	\$33.50	\$27.00	\$35.50

NOTES REGARDING ADVANCEMENT IN CLASSIFICATION AND GRADE LEVEL

- 1. Employees who complete the requirements to advance in classification and grade level will be moved to the appropriate classification upon presentation of documentation of such to the Business Manager.**
- 2. Employees who advance in classification level during a contract year will be eligible for an increase in their hourly rate of \$1.00 per hour or an increase to the minimum wage for the applicable classification, whichever is greater. Increases will take effect in the pay period following submission of documentation to the Business Manager. For budgeting purposes, employees who anticipate advancing to a higher classification during the next contract year must notify the Superintendent no later than November 1 of the current contract year. Failure to provide such notice may result in the withholding of the increase until the start of the next budget year, at the discretion of the Superintendent.**

APPENDIX B: WAGE SCALE CLASSIFICATION (Revised 6/ /23)

Water:

Classification	Qualifications
Water Operator I	<ul style="list-style-type: none"> • High School Diploma / GED • 0 – 2 years' experience in the water industry • Class B CDL
Water Operator II	<p>Meet Operator I plus at least three of the following:</p> <ul style="list-style-type: none"> • Grade I Treatment certification • Grade I Distribution certification • Grade I Collections System certification • 2 – 7 years' experience in the water industry <p>AND/OR</p> <ul style="list-style-type: none"> • Backflow Tester Certification
Water Operator III	<p>Meet Operator II plus at least (3) of the following:</p> <ul style="list-style-type: none"> • Grade II Treatment certification • Grade II Distribution certification • Grade II Collections System certification • Class A CDL • 7 – 15 years' experience in the water industry
Water Operator IV	<p>Meet Operator III plus at least (3) of the following:</p> <ul style="list-style-type: none"> • Grade III Collections System certification • NHDES Water/WW Management School certification • Primex Supervisors Academy certification • 15+ years' experience in the water industry
Foreman	<p>Meets Operator IV plus has demonstrated ability to effectively lead and manage the full water department staff.</p>

Wastewater:

Classification	Qualifications
WW Operator I	<ul style="list-style-type: none">○ High School Diploma / GED○ 0 – 2 years' relevant experience○ Class B CDL
WW Operator II	Meet Operator I plus all the following: <ul style="list-style-type: none">● Grade II Treatment certification● Grade I Collections System certification● 2 – 7 years' experience relevant experience
WW Operator III	Meet Operator II plus at least (3) of the following: <ul style="list-style-type: none">● Grade III Treatment certification● Grade II Collections System certification● NEWEA Grade I Laboratory Certification● Class A CDL● 7 – 15 years' relevant experience
WW Operator IV	Meet Operator III plus at least (3) of the following: <ul style="list-style-type: none">● Grade IV Treatment Certification● Grade III Collections System certification● NHDES Water/WW Management School certification● Primex Supervisors Academy certification● 15+ years' relevant experience

Administration:

Classification	Qualifications
Administrative Clerk I	<ul style="list-style-type: none">○ High School Diploma / GED○ 0-2 Years relevant experience○ Primex Cyber Security Training within 1 month of start
Administrative Clerk II	Meet Administrative Clerk I plus at least 2 of the following: <ul style="list-style-type: none">● 2-7 years' relevant experience● Business Communications, Internal Controls, & Risk Management Training● 1.0 CEU Primex Credits
Administrative Clerk III	Meet Administrative Clerk II plus at least 2 of the following: <ul style="list-style-type: none">● 7-15 years' relevant experience● NHGFOA Government Accounting Certificate● 1.50 CEU Primex Credits
Business Administrator I	<ul style="list-style-type: none">● Bachelor's degree in accounting, finance, or other related field or 10+ years' experience in municipal finance and/or accounting, and/or NHGFOA Government Accounting Certificate● 1.5 CEU Primex Credits
Business Administrator II	Meet Business Administrator I plus 2 of the following: <ul style="list-style-type: none">● Master's degree in accounting, finance, or other related field or 15+ years' experience in municipal finance and/or accounting● Primex Supervisor Academy Certification● 2.0 Additional CEU Primex Credits



North Conway Water Precinct

PO Box 630 • 104 Sawmill Lane • North Conway, NH 03860
phone (603) 356-5382 • fax (603) 356-8827 • www.ncwp.nh.gov

POSITION DESCRIPTION

Position Title: Water Operator: Treatment Lead
Reports To: Water & Sewer Foreman
Wage Classification: Water Operator II – IV, based on certifications
FSLA Status: Hourly
Revision Date: May 2023

POSITION DESCRIPTION

The Water Operator: Treatment Lead is responsible for performing duties as assigned by supervisors, including operation of the water treatment facilities; performing compliance sampling for the water system; maintenance, testing, and install of backflow devices; and other tasks as assigned to support the water and sewer system.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Specific duties will include, but are not limited to:

Administrative

- Maintaining water treatment logs
- Meets regularly with and reports to Operator in Responsible Charge to coordinate operational strategies and regulatory compliance
- Other record keeping required by duties assigned

Operational

- Operation & maintenance of water treatment and distribution facilities
- Compliance sampling
- Maintenance of all physical plant structures and grounds
- Installation, testing, and maintenance of water meters and backflow devices
- Mobile equipment operation
- Other duties as assigned

Safety

- Ensure all Federal, State, and local safety regulations are followed
- Support and maintain a culture of safety among employees

Public Relations

- Primary point of contact in the field for water treatment issues
- Regular interaction with the public and customers

- Interaction with USEPA and/or NHDES regulators as required

DESIRED MINIMUM QUALIFICATIONS

Education & Experience

- Minimum of four (4) years of experience in the operation of water treatment facilities
- Experience and/or training in sampling procedures
- Commercial plumbing experience a plus

Knowledge, Skills, and Abilities

The Water Operator: Treatment Lead will assume a critical public health role in the Precinct and will possess above-average skill in the following areas:

- Knowledge of, and experience with, water treatment facility operations
 - Understanding of SCADA systems
 - Hands-on experience with mechanical piping, electric motors, and pumps
 - Water treatment processes, process control, process monitoring, and maintenance
- Personal Traits
 - Clear and effective communication
 - Attention to detail
 - Ability to teach, and learn from, other employees
 - Dependability and punctuality
 - Problem solving ability
 - Integrity and fairness
 - An even temperament
 - Exhibit a "can-do" attitude
- Work well as part of a team
- Math, language, and computer skills
 - Ability in Microsoft Office, especially Word, Excel, and Outlook
 - Add, subtract, multiply, and divide in all units of measure using whole numbers, common fractions, and decimals
 - The ability to read, write, understand, and communicate in the English language

SUPERVISION EXERCISED

May direct and guide other water personnel during work at water treatment facilities, including compliance sampling events. May perform construction observation and supervision of contractors.

LICENSING AND CERTIFICATION

- Must meet the requirements of Water Operator I

- NHDES Water Treatment Operator Grade II certification
- NHDES Water Distribution Grade I certification and NEWWA Backflow tester certification

TOOLS AND EQUIPMENT USED

- SCADA, HMI, and process instrumentation
- Computer and peripherals
- Power and hand tools
- Backflow test equipment
- Meter reading equipment
- Engineered drawings
- Laboratory chemicals and equipment
- Mobile Equipment

PHYSICAL DEMANDS

The physical demands described here 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 functions.

When performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; bend, stoop, or crouch; occasionally lift objects up to 50 lbs; occasionally move objects up to 100 lbs; talk; see; and hear.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee regularly works in an industrial environment at the water treatment facilities, outdoors and in trenches for water distribution work, and occasionally in an office environment. Employee is often outdoors and is regularly exposed to outside weather conditions; natural hazards; vehicular traffic; moving mechanical parts; risk of electrical shock; chemicals; and loud noises. Employee may be exposed to strong odors and blood borne pathogens / disease.



North Conway Water Precinct

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POSITION DESCRIPTION

Position Title: Water Operator: Meter-Backflow Lead
Reports To: Superintendent
Wage Classification: Water Operator II-IV, based on certifications
FSLA Status: Hourly
Revision Date: May 2023

POSITION DESCRIPTION

The Water & Sewer Meter-Backflow Technician is responsible for performing duties as assigned by supervisors, including maintenance & install of water meters; maintenance, testing, and install of backflow devices; operation of the water treatment facilities; and general labor and equipment operation to support the water and sewer system.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Specific duties will include, but are not limited to:

Administrative

- Preparation of paperwork supporting meter and backflow installation and testing
- Other record keeping required by duties assigned

Operational

- Installation, testing, and maintenance of water meters and backflow devices
- Operation & maintenance of water treatment and distribution facilities
- Maintenance of all physical plant structures and grounds
- Laboratory testing and sampling
- Mobile equipment operation
- Other duties as assigned

Safety

- Ensure all Federal, State, and local safety regulations are followed
- Support and maintain a culture of safety among employees

Public Relations

- Primary point of contact in the field for meter and backflow issues
- Regular interaction with the public and customers
- Interaction with USEPA and/or NHDES regulators as required

DESIRED MINIMUM QUALIFICATIONS

Education & Experience

- Minimum of four (4) years of experience in the installation, maintenance, and reading of water meters and backflow prevention devices
- Education/training in water treatment operations a plus
- Commercial plumbing a plus

Knowledge, Skills, and Abilities

The Water & Sewer Meter-Backflow Technician will assume a critical public health role in the Precinct and will possess above-average skill in the following areas:

- Knowledge of, and experience with, water treatment facility operations
 - Hands-on experience with mechanical piping, water meters, and backflow prevention devices
 - Water treatment processes, process control, process monitoring, and maintenance
- Personal Traits
 - Clear and effective communication
 - Attention to detail
 - Ability to teach, and learn from, other employees
 - Dependability and punctuality
 - Problem solving ability
 - Integrity and fairness
 - An even temperament
 - Exhibit a "can-do" attitude
- Work well as part of a team
- Math, language, and computer skills
 - Ability in Microsoft Office, especially Word, Excel, and Outlook
 - Add, subtract, multiply, and divide in all units of measure using whole numbers, common fractions, and decimals
 - The ability to read, write, understand, and communicate in the English language

SUPERVISION EXERCISED

May supervise and direct other water personnel during water meter and/or backflow prevention device work. May perform construction observation and supervision of contractors.

LICENSING AND CERTIFICATION

- Must meet the requirements of Water Operator I
- NEWWA Backflow Tester certification

- NHDES Water Treatment Operator Grade I certification and NHDES Water Distribution Grade I certification

TOOLS AND EQUIPMENT USED

- Backflow test equipment
- Meter reading equipment
- Computer and peripherals
- SCADA, HMI, and process instrumentation
- Power and hand tools
- Engineered drawings
- Laboratory chemicals and equipment
- Mobile Equipment

PHYSICAL DEMANDS

The physical demands described here 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 functions.

When performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; bend, stoop, or crouch; occasionally lift objects up to 50 lbs; occasionally move objects up to 100 lbs; talk; see; and hear.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee regularly works in an industrial environment at the water treatment facilities, outdoors and in trenches for water distribution work, and occasionally in an office environment. Employee is often outdoors and is regularly exposed to outside weather conditions; natural hazards; vehicular traffic; moving mechanical parts; risk of electrical shock; chemicals; and loud noises. Employee may be exposed to strong odors and blood borne pathogens / disease.

- Interaction with USEPA and/or NHDES regulators as required

DESIRED MINIMUM QUALIFICATIONS

Education & Experience

- Minimum of four (4) years of experience in the operation of water treatment facilities
- Experience and/or training in sampling procedures
- Commercial plumbing experience a plus

Knowledge, Skills, and Abilities

The Water Operator: Treatment Lead will assume a critical public health role in the Precinct and will possess above-average skill in the following areas:

- Knowledge of, and experience with, water treatment facility operations
 - Understanding of SCADA systems
 - Hands-on experience with mechanical piping, electric motors, and pumps
 - Water treatment processes, process control, process monitoring, and maintenance
- Personal Traits
 - Clear and effective communication
 - Attention to detail
 - Ability to teach, and learn from, other employees
 - Dependability and punctuality
 - Problem solving ability
 - Integrity and fairness
 - An even temperament
 - Exhibit a "can-do" attitude
- Work well as part of a team
- Math, language, and computer skills
 - Ability in Microsoft Office, especially Word, Excel, and Outlook
 - Add, subtract, multiply, and divide in all units of measure using whole numbers, common fractions, and decimals
 - The ability to read, write, understand, and communicate in the English language

SUPERVISION EXERCISED

May direct and guide other water personnel during work at water treatment facilities, including compliance sampling events. May perform construction observation and supervision of contractors.

LICENSING AND CERTIFICATION

- Must meet the requirements of Water Operator I

- NHDES Water Treatment Operator Grade II certification
- NHDES Water Distribution Grade I certification and NEWWA Backflow tester certification

TOOLS AND EQUIPMENT USED

- SCADA, HMI, and process instrumentation
- Computer and peripherals
- Power and hand tools
- Backflow test equipment
- Meter reading equipment
- Engineered drawings
- Laboratory chemicals and equipment
- Mobile Equipment

PHYSICAL DEMANDS

The physical demands described here 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 functions.

When performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; bend, stoop, or crouch; occasionally lift objects up to 50 lbs; occasionally move objects up to 100 lbs; talk; see; and hear.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee regularly works in an industrial environment at the water treatment facilities, outdoors and in trenches for water distribution work, and occasionally in an office environment. Employee is often outdoors and is regularly exposed to outside weather conditions; natural hazards; vehicular traffic; moving mechanical parts; risk of electrical shock; chemicals; and loud noises. Employee may be exposed to strong odors and blood borne pathogens / disease.



North Conway Water Precinct

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POSITION DESCRIPTION

Position Title: Water Operator
Reports To: Water & Sewer Foreman
Wage Classification: Water Operator I-IV, based on certifications
FSLA Status: Hourly
Revision Date: April 2023

POSITION DESCRIPTION

The Water Operator is responsible for operation and maintenance of the water treatment, water distribution, and sewer collections infrastructure, including operation, maintenance, and limited administration.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Specific duties will include, but are not limited to:

Administrative

- Record keeping, including data collection, organization, and retention as directed by the Superintendent and Water & Sewer Foreman

Operational

- Maintenance of all physical plant structures and grounds
- Manual labor
- Mobile equipment operation
- Water meter installation, testing, & repair
- Backflow device installation, testing, & repair
- Monitor and control of all water treatment processes
- Operation, maintenance, and repair of all plant equipment
- Laboratory testing and sampling
- Other duties as assigned by the Superintendent and/or Water & Sewer Foreman

Safety

- Ensure all Federal, State, and local safety regulations are followed
- Support and maintain a culture of safety among employees

Public Relations

- Interaction with customers and contractors

DESIRED MINIMUM QUALIFICATIONS

Education & Experience

- High School Diploma or GED
- Experience in the operation of water and/or wastewater facilities, plumbing/mechanical trades, and/or heavy construction a plus.
- Education/training in water treatment operations a plus.
- Experience operating heavy equipment a plus.

Knowledge, Skills, and Abilities

The Water Operator will assume a critical public health role in the Precinct and will possess above-average skill in the following areas:

- Mechanically inclined, including an ability to learn, troubleshoot, and repair new mechanical systems
- Knowledge of water treatment processes, process control, process monitoring, and maintenance a plus
- Personal Traits
 - Clear and effective communication
 - Attention to detail
 - Ability to teach, and learn from, other employees
 - Dependability and punctuality
 - Problem solving ability
 - Integrity and fairness
 - An even temperament
 - Exhibit a "can-do" attitude
- Work well as part of a team
- Math, language, and computer skills
 - Add, subtract, multiply, and divide in all units of measure using whole numbers, common fractions, and decimals
 - The ability to read, write, understand, and communicate in the English language

SUPERVISION EXERCISED

May perform construction observation and supervision of contractors.

LICENSING AND CERTIFICATION

- Class B Commercial Driver's License required
- Must obtain NHDES Grade 1 Officer in Training ("OIT") certification in Water Treatment, Water Distribution or Collection within six (6) months of hire; additional certifications necessary to advance beyond Water Operator I classification

TOOLS AND EQUIPMENT USED

- Mobile Equipment (e.g., dump truck, loader, backhoe, etc.)
- Power and hand tools
- Computer and peripherals
- SCADA, HMI, and process instrumentation
- GIS and survey equipment
- Engineered drawings
- Laboratory chemicals and equipment

PHYSICAL DEMANDS

The physical demands described here 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 functions.

When performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; bend, stoop, or crouch; occasionally lift objects up to 50 lbs.; occasionally move objects up to 100 lbs.; talk; see; and hear.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee regularly works in an industrial environment at the water treatment facilities, outdoors and in trenches for water distribution work, and occasionally in an office environment. Employee is often outdoors and is regularly exposed to outside weather conditions; natural hazards; vehicular traffic; moving mechanical parts; risk of electrical shock; chemicals; and loud noises. Employee may be exposed to strong odors and blood borne pathogens / disease.



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POSITION DESCRIPTION

Position Title: Water & Sewer Foreman
Reports To: Superintendent
Wage Classification: Foreman (Grade 5)
FSLA Status: Hourly
Revision Date: May 2023

POSITION DESCRIPTION

The Water & Sewer Foreman is the crew leader for the water & sewer crew. This position exercises supervisory authority over the water & sewer crew, directing, scheduling, and coordinating the crew's work. The Water & Sewer Foreman also operates heavy equipment, drives truck, and performs manual labor as needed.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Specific duties will include, but are not limited to:

Administrative

- Plans, coordinates, and distributes work equitably among water & sewer employees
- Leads daily water & sewer team meetings to coordinate work assignments
- Ensures water well operational and maintenance data is tracked and maintained
- Tracks and reports all time, equipment, and materials expended on all jobs to business administrator
- Ensures that water and sewer tie location books and other as-built information is recorded and/or received for all new and existing distribution and collection infrastructure
- Trains employees in all phases of water, sewer, drainage, and utility work essential to the Precinct
- Develops schedule for water & sewer department on-call duties
- Reports issues to Superintendent and proposes solutions

Operational

- Schedules and directs the work of the water & sewer crew
- Mobile equipment operation & maintenance, as needed
- Calculates material quantities for projects; arranges for supply and delivery of materials needed
- Uses hand tools and power equipment to perform manual labor tasks, as needed
- Other duties as assigned by the Superintendent

Public Relations

- Primary point of contact in the field when handling customer complaints and service issues not related to meter & backflow
- Interaction with USEPA and/or NHDES regulators as required

Safety

- Ensure water & sewer crew are working in a safe manner; correct unsafe activities immediately
- Follow all Federal, State, and local safety regulations
- Be an active participant in a culture of safety among employees

DESIRED MINIMUM QUALIFICATIONS

Education & Experience

- High school diploma or equivalency
- Minimum of ten (10) years of experience in the construction and/or water treatment and/or water distribution and/or sewer collections field(s), with significant experience in water/sewer utility installation or maintenance
- Demonstrated experience effectively managing/supervising construction and/or water treatment and/or water distribution and/or sewer collection personnel
- Formal training in supervision and/or leadership, or an equivalent track record of supervisory/leadership success

Knowledge, Skills, and Abilities

The Water & Sewer Foreman assumes a leadership role in the Precinct and will possess strong skill in the following areas:

- Knowledge of, and experience with, heavy construction practices
 - Ability to plan and organize water and sewer projects from instruction given by Superintendent
 - Experience calculating material quantities and reading blueprints
 - Comfort around heavy equipment, with a focus on safety
 - Experience installing water and sewer main & services
 - Interpersonal relationships, management of subordinates, and collaboration with other leadership staff
- Personal Traits
 - Clear and effective communication
 - Ability to teach, and learn from, other employees
 - Dependability and punctuality
 - Integrity and fairness
 - Problem solving ability

- Exhibit a “can-do” attitude
- An even temperament
- Interaction with fellow employees
 - Ability to successfully lead a team
 - Desire to help all team members be successful
 - Anticipate and diffuse conflict between employees
- Math, language, and computer skills
 - Ability in Microsoft Office, especially Excel and Outlook
 - Add, subtract, multiply, and divide in all units of measure using whole numbers and decimals
 - The ability to read, write, understand, and communicate in the English language

SUPERVISION EXERCISED

- Plans, coordinates, equitably distributes, and supervises work for water & sewer personnel in daily work tasks
- Tracks employee time and verifies timecard submissions
- Prepares initial employee evaluations and participates in employee review with Superintendent

LICENSING AND CERTIFICATION

- Must meet the requirements of Water Operator IVNHDES Wastewater Collections Operator Grade III certification preferred
-
- OSHA 10-Hour Construction Site Safety preferred
- OSHA Excavation Safety preferred

TOOLS AND EQUIPMENT USED

- Power and hand tools
 - Jackhammer, chainsaw, compactor, etc.
 - Shovel, rake, pick axe, mechanics tools, etc.
- Mobile Equipment
 - Dump trucks, excavator, snow plowing, front-end loaders
- Computer and peripherals
- SCADA, HMI, and process instrumentation
- Engineered drawings
- Water treatment chemicals and equipment

PHYSICAL DEMANDS

The physical demands described here 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 functions.

This position is subject to periods of heavy physical exertion. When performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; bend, stoop, or crouch; frequently lift objects up to 50 lbs; occasionally move objects up to 100 lbs; talk; see; and hear.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee regularly works outdoors, and is regularly exposed to outside weather and ground conditions; natural hazards; vehicular traffic; moving mechanical parts; risk of electrical shock; chemicals; and loud noises. Employee may be exposed to strong odors and blood borne pathogens / disease.