

JOB POSTED 8/25/2016
Position open until filled

Please send your cover letter and resume to the General Manager, Carol Robertson
carol.robertson@hydeparkvt.com, or to

Carol Robertson, General Manager, P.O. Box 400, Hyde Park, VT 05655

We regret that we respond only to qualified applicants.

Village of Hyde Park, Vermont

Position Title: **Foreman (Working Foreman)**

Reports To: General Manager

Position Description: Full-Time, Non-Exempt

GENERAL SUMMARY

This is a key position, under general supervision of the General Manager, responsible for working in cooperation with the Office Administrator. The Working Foreman is responsible for safe, efficient and reliable municipal operations of Hyde Park Electric, Water, and Wastewater/Sewer departments. The Working Foreman is responsible for sidewalks, streetlights, and other general duties for the Village General Department, and upholding and enforcing all applicable municipal, local, state and national standards, policies, programs, rules and regulations.

ESSENTIAL JOB FUNCTIONS

External and internal applicants, as well as position incumbents who become disabled as defined under the Americans with Disabilities Act must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.

- Possess and maintain the skills and abilities of a working foreman and routinely:
 - Perform the duties and responsibilities of a First Class Electric Utility Lineman
 - Perform the duties and responsibilities of a Lead Lineman
 - Perform the duties and responsibilities of a Water Operator
 - Perform the duties and responsibilities of a Wastewater/Sewer Operator
- Responsible for all regulatory compliance, inspections, certifications, permitting, operations, maintenance, repair, replacements and construction related to the electric system, the water system, the wastewater/sewer system, sidewalks and properties of the Village of Hyde Park
- Lead, train, direct, supervise, evaluate and discipline the Lead Lineman and Linemen, who are responsible for Electric, Water, Wastewater/Sewer, sidewalks and other municipal duties and any other personnel or contractors that may be required

- Responsible for timely and good decision-making within the realm of authority and keeping open communication with the GM to assure the best result for ratepayers and the public
- Responsible for annual performance evaluations and documentation of disciplinary actions
- Responsible for 24/7 emergency response service for Hyde Park Electric, Hyde Park Water, and Hyde Park Wastewater/Sewer
- Responsible for establishing a culture of safety within the organization, maintaining compliance with all safety standards and practices, responsible for VOSHA, local, state and national requirements
- Responsible for the safety program, monthly safety meeting, maintaining CPR and first aid training
- Responsible for compliance with purchasing policies and procedures, maintaining and securing cost effective inventory, proper safety tools, gear and rubber goods, as well as the required testing of same
- Responsible for keeping vehicles and heavy equipment in safe and good working order, properly inspected and certified
- Responsible for cost effective use of labor, materials and equipment under supervision
- Provide a written request by October 31 of each year for projected inventory, equipment and tool purchases for the next fiscal budget year and during the year consult with the GM in the event of emergency purchasing needs that were not included in the annual budget
- Responsible for working with the Office Administrator and General Manager on short-term and long-term planning for capital investments and replacements
- Responsible for meeting with customers about new service line extensions, prepare job cost estimates for billing of new services and other billable work and submitting paperwork to the office.
- Complete work orders and return paperwork to the office in a timely manner
- Investigate service complaints
- Report unsafe conditions found on customer premises and take corrective actions as appropriate
- Manage projects from start to finish in a safe and cost effective manner
- Manage and supervise a diverse range of trade professionals so that projects are timely, repaired or constructed on target and budget
- Responsible for maintaining and keeping current all records and maps
- Responsible for meter seal tagging, inspection and the power diversion and theft program
- Monitor line loss and implement cost effective strategies and tactics to reduce loss
- Effectively implement disconnection and collection activities
- Trouble shooting to find and resolve safety and reliability issues
- Person in charge of work site, unless assigned to the Lead Lineman
 - Conducts and documents job briefings
 - Responsible as the authority to prevent accidents
 - Ensures that safety rules and procedures are followed
 - Keeps necessary records and reports
 - Prevents unauthorized persons from approaching work sites
 - Prohibits the use of unsuitable tools and equipment
 - Prohibits the use of equipment and tools that have not been tested and/or inspected
- Keep power outage records and provide in a timely manner to the Office Administrator

- Maintain good relationships with other public power and cooperative systems for mutual aid, as well as effective and fair sharing of resources for the betterment of all ratepayers.

OTHER DUTIES AND RESPONSIBILITIES

- Know and apply the service rules, regulations and ordinances fairly to all
- Timely report any/all customer dissatisfaction to the Office Administrator and/or GM
- Keep public relations a top priority – providing for same day response to customer complaints/concerns, if at all possible within overtime constraints
- Maintain confidentiality of customer information
- Respond to a variety of customer inquiries, requests, and complaints and effectively resolve customer needs
- Keep the Office Administrator appropriately informed
- Maintain working knowledge of utility rates, procedures and methods of service
- Find and resolve discrepancies and inaccuracies
- Perform any other duties as may be required

PREPARATION, KNOWLEDGE, SKILLS & ABILITIES

- Must have a high school diploma or GED
- Must be a certified First Class Lineman for overhead and underground electric and high voltage utility work, to include pole mount rescue
- Prefer a graduate of a certified Electric Lineman Apprenticeship gained on the job or by academics
- Must have five or more years full time experience as a First Class Lineman
- Must possess all state required certifications and licenses
- Must have a Vermont certified Water Operator license or must obtain certification within (36) thirty-six months of hire
- Prefer three or more years of supervisory experience
- Verifiable work record showing evidence of proper safety training and a satisfactory safety performance record
- Verifiable work record showing evidence of good work performance and teambuilding ability
- Verifiable work record of satisfactorily responding to on-call duties and 24/7 responsiveness
- Ability to perform detailed work accurately, efficiently and in a timely manner
- Good math and computer skills, basic Microsoft word and excel capabilities or aptitude
- Ability to multi task and prioritize tasks in order to deal effectively with multiple customers and work situations simultaneously and under stressful conditions
- Ability to communicate clearly and concisely with others, both verbally and in writing
- Ability to interact effectively and tactfully with a wide variety of individuals, including customers and other department personnel
- Ability to understand, interpret and explain procedures to customers and related parties
- Knowledge of Village policies, procedures and methods of operation
- Must have and maintain the required commercial driver's license required for the position

SUPERVISORY RESPONSIBILITY

The Working Foreman supervises assigned staff (Lead Lineman and Lineman) and contractors responsible operations of the Electric Department, the Water Department, the Wastewater/Sewer Department, Village sidewalks, property and others responsibilities, as assigned

WORKING CONDITIONS/PHYSICAL DEMANDS

- Must meet all physical requirements of First Class Lineman for overhead and underground electric high voltage utility work, to include pole mount rescue
- Must meet the physical requirements of a Water Operator, to include working within close confinement spaces of a vault and/or trench box
- Must meet all the physical requirements to operate vehicles, equipment, machinery and tools
- Subject to extremes in weather, temperature, noise, vibration, dust, odor etc. the majority of the time
- Must be willing and able to work overtime hours as needed
- This position requires 24/7 on-call availability on a regular basis for emergencies, and time outside normal business hours on a frequent basis.
- **The above statements are intended to describe the general nature and level of work by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required.**

Approved by Carol Robertson, General Manager _____

August 24, 2016

344 VT 15 West
P.O. Box 400
Hyde Park, VT 05655

Village of Hyde Park provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, Village of Hyde Park complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

Village of Hyde Park expressly prohibits any form of workplace harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status. Improper interference with the ability of Village of Hyde Park's employees to perform their job duties may result in discipline up to and including discharge.