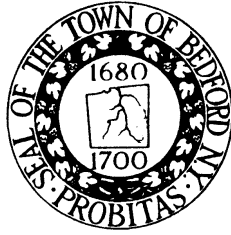


**TOWN OF BEDFORD
WESTCHESTER COUNTY, NY
DEPARTMENT OF PUBLIC WORKS**



**Town of Bedford Water Foreperson
January 2024**

Due to retirement, the Town of Bedford is seeking a Water Maintenance Foreperson. The Town owns, operates, and maintains four water districts. Three have groundwater supplies and one has a microfiltration plant. The systems have a total of 30 miles of water mains and 4 storage tanks. Under the general supervision of the DPW Commissioner, the Foreperson performs and supervises the installation, maintenance and repair of a water distribution system and the operations and maintenance of water supply facilities. This is a responsible supervisory position requiring the Foreperson to oversee the installation and repair of production and treatment facilities, water mains, valves, hydrants, and service pipes to consumer's premises. The position is a "working" foreperson and must be available for duty at all times in case of emergency. Detailed instructions are given to water personnel and the work is closely supervised. Supervision is exercised over Water Maintenance Workers and other labor personnel in the department.

Work Includes:

- Supervises the installation, maintenance and repair of the water distribution system which consists of mains, valves, hydrants, reservoirs, and service pipes to consumer's premises;
- Leads and directs the laying, maintaining and tapping of water mains;
- Consults with the DPW Commissioner and other supervisor on technical problems;
- Supervises the operation and repair of treatment and chemical feed equipment at water treatment facilities;
- Reads and prepares plans or sketches of water systems and records and tracks changes therein into geographic information systems or other devices to reflect current water distribution system conditions and design;
- Requisitions materials and keeps inventory of water maintenance materials for hydrants, valves, meters, water mains, service lines, and production facilities from vendors and suppliers;
- Responds at all times to emergency repair jobs;
- Maintains all water recording and measuring instruments;
- Prepares required data, reports and notifications pertaining to the water treatment and distribution system for supervisor including records of time and materials;
- Conducts investigations of consumer complaints and provides resolution;
- Functions as a liaison to public and/or regulatory agencies during repairs and emergencies;
- Assist supervisor with cost estimates, project planning and budget preparation;
- Performs and supervises meter installation and reading;
- Uses computer applications such as spreadsheets, word processing, calendar, e-mail, database and GIS software in performing work assignments.

Required knowledge, skills, abilities and attributes:

- Thorough knowledge of practices, tools, equipment, and terminology used in the installation, maintenance, and repair of water production, treatment, and distribution systems;
- Ability to keep basic records and take measurements; record figures accurately and make simple calculations; read and draft plans or sketches; plan, layout and supervise the work of others; meet and deal effectively with the public; follow oral and written directions; operate automotive equipment;

effectively use computer applications such as spreadsheets, word processing, calendar, e-mail, database and GIS software; mechanical ability; dependability; initiative; tact, and physical condition commensurate with the duties of the position.

- Ability to successfully take the Westchester County Civil Service test for this position when it is next offered.

Minimum acceptable training and experience:

- Graduation from high school or possession of a high school equivalency diploma and either: (a) three (3) years of experience where the primary function of the position was as a plumber or as a maintenance person in a water maintenance related field; or (b) three (3) years of experience where the primary function of the position was the operation, maintenance and/or repair of mechanical equipment related to water distribution systems (such as pumps, valves, pipes, hydrants, reservoirs, service pipes, etc.)
- Possession of a valid license to operate a motor vehicle in New York State appropriate to the vehicle to be operated. CDL not required.
- Possession of IIA, C and D New York State Health Department licenses.

Salary is per the union contract, \$87,000 - \$102,000. Interested applicants should contact Kevin Winn, Bedford DPW Commissioner, 914-241-2458, kwinn@bedfordny.gov.