



San Juan Water District
9935 Auburn-Folsom Road
Granite Bay, California 95746
(916) 791-0115
www.sjwd.org

Position Description Distribution Lead (Foreman)

Status: FLSA Non-Exempt, Safety Sensitive
Supervisor: Distribution Supervisor
Effective Date: August 18, 2026

Supervision Received and Exercised

Receives general direction from the Distribution Supervisor. The Distribution Lead Foreman serves as the primary field-level expert and provides day-to-day work direction and technical guidance to assigned field personnel.

Primary Function

To direct, organize, assign, coordinate and participate in the daily work of assigned distribution field personnel engaged in the operation, maintenance, repair, construction and improvement of the District's Wholesale transmission and Retail distribution systems, including pipelines, valves, hydrants, service lines, meters and related appurtenances. The Distribution Lead Foreman is responsible for overseeing crews while performing in the field and assigned projects; coordinate system shutdowns, emergency repairs, preventative maintenance activities and distribution system improvements; provide technical direction and training to distribution personnel; ensure work is performed safely and in accordance with District standards; and perform the more complex duties associated with the operation and maintenance of the District's water distribution system.

Essential Duties - *Duties may include, but are not limited to, the following:*

- Plan, prioritize, assign, oversee and review the daily work of assigned distribution field personnel while engaged in the operation, maintenance, repair and construction of the District's Wholesale transmission and Retail distribution systems.
- Provide assigned distribution field crews with daily and weekly work assignments based on District priorities established by the Distribution Supervisor.
- Oversee and coordinate assigned construction, repair, preventative maintenance and distribution system improvement projects.
- Provide technical direction and assistance to distribution field personnel performing complex maintenance, repair, construction and operational activities.
- Direct, guide and participate in the installation, maintenance and repair of water mains, service lines, valves, hydrants, meters, blow-offs, air/vacuum relief valves and other distribution system facilities and appurtenances.
- Coordinate and direct planned and emergency system shutdowns, including determining appropriate valve operations and system isolation requirements.
- Review distribution system maps, construction plans, record drawings, work orders and field conditions to determine appropriate methods for completing assigned work.

- Respond to and oversee emergency repairs involving water main breaks, service line failures, damaged facilities and other distribution system emergencies.
- Assess & assist to determine appropriate staffing, equipment, materials and resources necessary to safely and efficiently complete assigned work.
- Coordinate field activities with the Distribution Supervisor, Engineering, Customer Service, Water Treatment Plant staff, Facilities Maintenance and other District personnel as necessary.
- Coordinate assigned work with contractors, utilities, public agencies and customers when necessary.
- Assist Engineering with CIP-related field activities, shutdowns, system operations and construction support as directed.
- Inspect work in progress and completed work to ensure compliance with District standards, construction requirements and accepted water distribution practices.
- Ensure District project restoration is completed, including paving, concrete, landscaping and other areas disturbed by distribution system work.
- Coordinate with District contractors and approved vendors for construction, repairs, restoration and other assigned Field Services activities.
- Participate in preventative maintenance programs including valve exercising, hydrant maintenance, flushing, air/vacuum relief valve maintenance, leak detection and other assigned distribution programs.
- Troubleshoot complex water distribution system problems and recommend or implement appropriate corrective action.
- Monitor field conditions including water pressure, flow, leakage and other distribution system operational conditions.
- Ensure distribution system repairs and new installations are properly flushed, disinfected, sampled and returned to service in accordance with District procedures and applicable regulatory requirements.
- Maintain accurate work records utilizing the District's asset management system.
- Review work orders and ensure assigned personnel accurately document labor, equipment, materials and work performed.
- Assist the Distribution Supervisor with planning and scheduling Field Services activities and projects.
- Communicate and provide information to the Distribution Supervisor regarding work progress, system conditions, project status, employee performance, equipment needs and operational concerns.
- Provide or coordinate training for assigned personnel in distribution system operations, construction methods, equipment operation, District procedures and safe work practices.
- Provide technical assistance and guidance to distribution field personnel and assist in developing employee knowledge, skills and abilities.
- Observe distribution field personnel work performance and provide input to the Distribution Supervisor regarding employee performance, training needs and work practices.
- Ensure assigned distribution field personnel follow District policies, procedures and established work practices.
- Ensure compliance with District safety policies and applicable OSHA and Cal/OSHA requirements.
- Conduct or participate in job-site safety meetings and pre-job briefings.

- Ensure proper traffic control, trench safety, excavation procedures, confined-space procedures, personal protective equipment and other required safety practices are followed.
- Identify unsafe conditions and take immediate corrective action, including stopping work when necessary to protect distribution field personnel, customers or District facilities.
- Operate and direct the operation of vehicles, heavy equipment, construction equipment, tools and specialized equipment used in distribution system operations.
- Respond to customer concerns involving distribution system maintenance, construction, water pressure, leaks, shutdowns and other field-related issues.
- Communicate professionally with customers regarding District work and anticipated service interruptions.
- Respond to emergency situations during and outside normal working hours as required.
- Participate in the District's standby and on-call program as assigned.
- Direct assigned personnel during after-hours emergencies and coordinate additional personnel, equipment or contractor assistance when required.
- Assume responsibility for assigned Field Services operations in the absence of the Distribution Supervisor when directed.
- Perform related duties as assigned.

Minimum Qualifications

Knowledge of:

- General and specific principles of water distribution systems and related facilities.
- Methods, materials, equipment and tools used in the operation, maintenance, construction and repair of pipelines, mains, service lines, meters, valves, hydrants and related appurtenances.
- Principles and practices of crew supervision, leadership and employee training.
- Water distribution hydraulics, pressure zones, system operations and shutdown procedures.
- Distribution system flushing, disinfection and water quality protection procedures
- Preventative maintenance practices, leak detection and utility locating.
- Construction plans, specifications, system maps, record drawings and work orders.
- Safe work practices and General Industrial Safety Orders applicable to water distribution operations, including excavation, trenching, confined spaces and traffic control.
- Applicable District, State and Federal policies, procedures, rules and regulations.
- Modern office procedures and computer applications, including GIS and the District's asset management system
- Principles and practices of customer service.

Ability to:

- Provide day-to-day work direction along with technical & functional guidance and training to assigned distribution field personnel.
- Plan, organize, assign, oversee and review the work of distribution field crews.
- Direct and coordinate distribution system maintenance, construction and repair projects.
- Perform and direct complex duties related to the operation, maintenance and repair of the District's distribution system.

- Analyze system conditions and determine appropriate corrective actions; plan and coordinate system shutdowns and emergency repairs.
- Read and interpret construction plans, specifications, system maps, record drawings and work orders.
- Assess & assist in identifying appropriate staffing, equipment, materials and work methods necessary to complete assigned work.
- Operate Field Services equipment at a journeyman level.
- Recognize unsafe working conditions and initiate and maintain effective safety practices.
- Prepare and maintain accurate records of scheduled and completed work.
- Work effectively under time deadlines and emergency conditions
- Communicate clearly and concisely, orally and in writing.
- Establish and maintain effective working relationships with employees, supervisors, contractors, customers, other agencies and those contacted in the course of work.

Experience and Education

Any combination of training, education, and experience that has led to the acquisition of the knowledge, skills, and abilities as indicated above. A typical qualifying entrance background is:

Experience:

Six years of progressively responsible utility or distribution maintenance experience, and minimum three years of responsible experience equivalent to Distribution Operator IV with San Juan Water District.

Education:

Equivalent to graduation from high school supplemented by technical training in water distribution system operation, construction, safety, and regulatory compliance

License or Certificate:

- Possession of a valid California Class A Driver License.
- Possession of a valid California Grade D4 Water Distribution Operator Certificate.
- Possession of a valid California Grade T2 Water Treatment Operator Certificate.
- Ability to obtain and maintain any additional District-required certifications applicable to the position.
- Employees assigned to this classification shall maintain all required certifications as a condition of continued employment.

Physical Capabilities

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 functions.

<i>Physical Requirements</i>	<i>Rarely (0-12%)</i>	<i>Occasionally (12-33%)</i>	<i>Frequently (34-66%)</i>	<i>Regularly (67-100%)</i>
Seeing				✓
Hearing				✓
Standing/Walking			✓	
Climbing/Stooping/Kneeling			✓	
Lifting/Pulling/Pushing			✓	
Approximate Maximum Weight to Lift			75 Pounds	
Fingering/Grasping/Feeling				✓
Describe Working Conditions	10 Percent Indoors, 90 Percent Outdoors			