



WATER AND LIGHT FOREPERSON POSITION DESCRIPTION

Statement of Duties:

Water & Light Foreperson oversees operations of the Water & Light Division of the Municipal Services Department, reporting to the Municipal Services Director. Responsibilities include general management, leadership, planning, and in-depth knowledge of the operations within Water & Light.

Distinguishing Features of the Position:

This position requires flexibility in skill sets, job assignments and applied time. The Foreperson may have to assume the Municipal Services Director's responsibilities for Public Works and Water & Light operations in the Director's absence.

Examples of work (illustrative only):

Leadership:

- Lead with integrity and honesty, always following city rules and policies.
- Work collaboratively with other city departments and with the department personnel to provide excellent service to the utility's customers.

Safety:

- Attend safety trainings and meetings provided by the Municipal Electric Utilities of Wisconsin (MEUW), regional organizations, and the City of Evansville
- Instruct staff and enforce the proper use of safety equipment in all duties of the job.
- Ensure that damaged or broken equipment is reported, repaired, or destroyed, and replaced promptly.
- Recognize unsafe working conditions: an unsafe job site and/or unsafe weather conditions.
- Follows all safety protocols and procedures recognized by the APPA Safety Manual and/or adopted by the Municipal Services Department.

Compliance:

- Ensure and maintain assigned certification or accreditation status for all Water & Light employees and systems.
- Ensure utilities operate strictly within regulatory compliance at all times.

Manage Employees:

- Monitor the workplace, equipment, and employee behavior to maintain a safe work environment.
- Prepare and monitor day-to-day work schedules and record keeping for operations and maintenance.
- The Foreperson is a "working foreperson." The Foreperson supervises, educates, and assists employees in operations, maintenance, and construction of the Water &

Light utility including overhead lines, underground lines, transformers, metering, water treatment, and water storage and distribution.

- See that all employees have and properly use safety equipment and training.
- Conduct annual performance reviews for all Water & Light employees.
- Create a positive and productive work environment where all staff are treated fairly and held accountable to expectations.

Manage Projects and Operations:

- Serve as Liaison between Municipal Services and other utilities. (IE communications, gas, etc.)
- Work with contractors, developers, and vendors to ensure expected quality standards and timeline are met.
- Maintain records on hours, materials, and expenses for all work performed.
- Collaborate with accounting staff to manage accurate billing and inventory records.
- Be available to address concerns from the public concerning projects, service, and disruptions.
- Continuously work to improve service quality, system reliability, and processes.
- Demonstrate initiative and resourcefulness in analyzing and resolving problems affecting department operations.
- Implement and carry out preventive and predictive maintenance to maximize uptime. Examples include Urban rebuild, tree-trimming, valve monitoring, and water testing.
- Seek opportunities to increase knowledge of industry best practices and forward-looking technologies.

Miscellaneous:

- Maintain and enhance positive relationships beyond the department.
- Foster a service-oriented culture with customers.
- Maintain positive collaborative relationships with vendors and contractors to ensure maximum productivity.
- Investigate and resolve or report to the Director any customer complaints.
- Ensure inventory is completed and reported to Director and finance staff.
- Perform additional duties as may be directed, including on-call duty.

Required Knowledge, Skills, and Abilities:

- Must have journey-level electric line worker certification.
- General knowledge of water and electric utility operations, including advanced metering initiative (AMI).
- Ability to read and understand blueprints, maps, and staking sheets.
- Knowledge of basic electronics.
- Skilled in communication and mathematics.
- Knowledge of proper and safe operations of equipment used at Evansville Water & Light including, but not limited to, the following: bucket trucks, digger-derrick

- trucks, trailers, trenchers, backhoes, fault-finding equipment, test equipment, personal protection equipment, and computers.
- Ability to use small tools, including power tools.
- Ability to climb poles utilizing hooks and a belt.
- Ability to manipulate stairs and ladders.
- Knowledge of regulatory agencies' requirements: OSHA, PSC, DWD, DOT and DNR.
- Hold a valid commercial driver's license (CDL).
- Ability to exercise good professional judgment.
- Completed training, continuing education and knowledge in CPR, AED operation, and first-aid.

Work Environment:

The daily work environment includes regular exposure to the following:

- Working outside in the elements such as heat, cold, rain and sun.
- Potential exposure to high levels of pollen, dust, and other irritants typical with outdoor conditions and large maintenance garages.
- Potential to work at night running snowplows during blizzard like conditions.
- Requirement for physical mobility including standing, walking, working, and driving around or within moving traffic.
- Working in a large maintenance shop with running equipment, loud noise, and hazardous or flammable chemicals.
- Working in confined spaces including but not limited to well or pump house, catch basins, excavation sites, and the water tower.
- Working in an elevated or hoisted position on a pole, ladder, or boom/bucket truck.
- Working with and around potentially dangerous electrical currents.

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. While performing the duties of this job, the employee is frequently required to use hands and arms. The employee is regularly required to climb or balance; stoop, kneel, crouch, or crawl. The employee is required to walk, sit, and talk or hear. The employee may be required to lift, pull, and/or move 50 pounds for extended periods. Must occasionally lift, pull, and/or move 100 pounds with mechanical and/or physical assistance. Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus. Must be capable of periodic heavy stretching and pulling for extended periods of time.

Selection guidelines:

Formal applications, rating of education and experience, or an interview and reference check. Job related tests may be required.

Compensation:

This position is hourly and non-represented. The City of Evansville's Pay Philosophy categorizes this position in a General Pay Scale grade of 19.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The position description of the Water & Light Foreperson does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change. No individual City official has authority to enter into an oral or written promise or contract of employment with any individual or group of employees. Any employment contract must be approved by a majority of the Common Council.

Reviewed by Municipal Services Committee 1/27/2015, 07/24/2023

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