

DUTIES DESCRIPTION RECORD

DEPARTMENT	
TITLE	RESERVOIR FOREMAN
DDR 93-58110	
CLASS CODE	5816
CLASS TITLE	AQUEDUCT AND RESERVOIR SUPERVISOR

Summary Duties

Supervises reservoir keepers, equipment operators, laborers, and other employees operating, maintaining, and patrolling reservoirs, pipe lines, reservoir properties, tanks, spreading grounds, and related facilities; and performs related duties.

Illustrative Duties

Supervises reservoir keepers operating valves and other reservoir equipment to effect changes in water storage and supply in accordance with water control instructions, reading water recording instruments and reporting pertinent information; receives daily telephone reports of instrument readings and of routine and unusual activities and occurrences; visits reservoirs and control and metering stations daily; inspects and approves reservoir keepers' daily and monthly log books, time and other reports.

Reviews the maintenance of grounds and facilities of reservoirs, spreading basins, and tank locations involving the use of heavy and light construction equipment in grading, disking and cleaning grounds, roads, and spreading basin areas, mowing and cutting weeds and grass in surrounding areas, and maintaining and operating river storm water treatment and control equipment; reviews the work of reservoir laboring crews performing such maintenance work as rough stone and cement work in connection with stabilizing earth banks, repairing and clearing drainage control ditches, catch basins, culverts and similar activities; reviews rough manual work and minor maintenance of buildings, reservoir towers, boats, and other equipment used in reservoir maintenance; reviews need for and requests new and replacement equipment and tools, materials, and supplies for the maintenance of reservoirs, tanks and surrounding grounds and facilities.

Supervises the work of reservoir keepers in patrolling reservoir areas, connecting pipe lines and facilities to protect Department property from damage and prevent development of conditions which could adversely affect water quality; reviews and investigates problems in connection with violations involving fishing and swimming in reservoirs, and dumping and trespassing on Department property; oversees and provides necessary supervision of the authorized use and visiting of reservoir property by groups and individuals; prepares records and reports concerning reservoir and related activities.