

**TIDEWATER UTILITIES, INC.**  
**- JOB OPENING -**

**MILLSBORO, DE**

**Job Title:** Foreman (Southern District)

**Department:** Distribution

**Job Summary:**

The Distribution Foreman is responsible for overseeing all necessary tasks involved with the installation and repair of water services, maintenance and repairs on the distribution system. This position monitors and controls the daily operations of distribution crews to ensure all work is completed in a manner that meets our customer's needs, established safety procedures and is consistent with industry standards. The Distribution Foreman reports to the Manager of Distribution.

**Work Performed:**

- Troubleshoot problems within the water distribution and wastewater collection systems.
- Manage all distribution section materials, tools and equipment and manpower.
- Assist in the development, execution and monitoring of long range planning and objectives.
- Responsible for the scheduling and installation of new water services.
- Responsible for effecting repairs on services, distribution mains and collection systems.
- Assist the Director and Superintendent with new distribution and collection projects.
- Assist in the development and monitoring of contingency plans and procedures.
- Coordinates Miss Utility locates for work to be performed.
- Provide all necessary materials and equipment for distribution crews.
- Help solicit bids for equipment and materials.
- Review and inspect completed work to ensure accuracy and efficiency.
- Prepare purchase orders and receives invoices for distribution and collection systems.
- Assist in the preparation and updating of annual budgets for distribution and capital budgets.
- Review distribution blue prints for new construction.
- Organize wastewater collection systems scheduled maintenance and jetting.
- Meet with project supervisors and contractors to discuss and solve problems.
- Conduct performance reviews of distribution utility workers.
- Analyze monthly material and equipment requirements, works within budget constraints.
- Interface with Operations, Maintenance, and Customer Service Departments.
- Coordinate water main flushing on new and existing systems to maximize water quality.
- Manage the fire hydrant inspection and maintenance program.
- Oversee work performed for White Marsh and Tidewater Environmental Services.
- Perform supervisor after hour's on-call rotation.
- Perform all other tasks as assigned.

**Qualifications:**

- Minimum of five years experience working in the water/wastewater field and managing water utility crews.
- Experience with interpretation or application of local, state, and federal laws, rules, regulations, policies and procedures.
- Ability to read and interpret construction drawings.
- Possess ability to interact with people in a professional manner.
- Ability to be proficient in using the computer on a regular basis.
- Valid driver's license.

**Physical Requirements:** The physical requirements described here are representative of those that must be met by any and all employee to successfully perform the essential functions of this job.

- Individuals must pass a company pre-employment physical and drug screen prior to commencing work.
- While performing the duties of this job, the employee is required to lift up to 100 pounds, climb, crawl, stoop, reach, grasp, and stand.
- Work also emphasizes visual acuity, hearing, and speech.
- Ability to work outdoors in inclement weather

**You can submit your resume by: e-mail to [HRG@middlesexwater.com](mailto:HRG@middlesexwater.com) by fax to 732-638-7667 or by mail to HR Generalist, Middlesex Water Company, 1500 Ronson Road, Iselin, NJ 08830.**

**No Phone Calls Please.**

**Candidates must possess authorization to work in the United States.**

**Middlesex Water Company and its' subsidiaries are an Equal Opportunity Employer.**

**Candidates must be able to pass a drug screen, pre-employment physical, background check, and have a valid driver's license.**