

WASTEWATER FOREMAN

**COUNCIL APPROVED:
GRADE-7270 – Confidential Group**

DEFINITION:

Under the general direction of the Chief Plant Operator, to perform advanced skilled assignments; to provide Supervision to personnel assigned to the Wastewater Reclamation Plant and Collections system; to assist in the planning and organizing of the reclamation facility; and to perform other duties as assigned.

SUPERVISION RECEIVED AND EXERCISED:

General supervision is provided by the Chief Plant Operator. Responsibilities include the direct Supervision of Wastewater Operators, and other personnel assigned to the Wastewater Plant, Collections System and appurtenances for the efficient operation and maintenance of said facilities.

EXAMPLES OF DUTIES:

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

- Plan and assist in design and installation of plant and collection facilities.
- Operates plant equipment systems, to include making equipment and process adjustments, locally, remotely, and through the plant computer control system in accordance with plant procedures.
- Inspects, troubleshoots, maintains and repairs equipment and systems involved in the wastewater treatment and associated processes to include performing the following:
- Performing scheduled maintenance and operations checks of wastewater systems and associated equipment and performing scheduled lubrication, cleaning of channels, tanks and sumps, repacking of pumps, and installation of seals and bearings
- Inspecting, removing, repairing, and installing mechanical equipment of average difficulty such as pumps, motors, hydraulic drives, chain and sprocket assemblies, gas compressors, chemical handling systems, oxygen injection systems, and related components
- Removing, repairing and installing hydraulic, pneumatic, and mechanically operated valves and sluice gates

Exhibit A

- Assisting in the repair of mechanical equipment of a high degree of difficulty such as multi-stage compressors, multi-reduction gearboxes, influent and effluent pumps, Channel Aeration Air blowers and oxygen compressors
- Removing and installing electronic and mechanical flow measuring devices, electric motors, pump couplings and turbine pump shafts
- Checking and evaluating the status of equipment and control systems for abnormalities, inefficiencies, unsafe conditions, etc.
- Reporting potential or actual problems and making recommendations as to appropriate action
- Removing and isolating equipment, to include bypassing downed systems to keep the process on line or preparing for plant wide shutdowns for maintenance and repair
- Returning plant equipment and processes to operating status following shutdowns, power outages, etc.
- Calibrating chemical analyzers
- Determine personnel, equipment and material needs for work assignments.
- Supervise personnel in and ensure the proper handling and safe usage of equipment and materials.
- Assist in the preparation and administration of the division budget.
- Keeps work records and prepares reports
- Collects wastewater samples, performs plant control and/or lab tests, and records results
- Operates mobile equipment such as forklifts, lifts, cranes, vacuum trucks, and mudcats; paddles/rows a small boat; and may operate heavy equipment vehicles such as a fifth wheel tractor to transport equipment off site
- Leads a crew of 1 to 4 people in performing routine repair and maintenance
- Provides on-the-job training to new employees and/or employees new to a particular process
- Enters, maintains, and extracts information from various computer software programs such as the computerized maintenance management system (CMMS) and work order system
- Perform other related duties as assigned.

Exhibit A

QUALIFICATIONS:

- Work experience in the operation and maintenance of construction, collection and plant systems and/or related equipment.
- Experience in general industrial safety practices.
- Knowledge of Regulatory Practices pertaining to reclamation operations.
- Possession of a Valid Driver's License
- Possession of a Minimum Grade II Wastewater Operator Certificate
- Minimum 1 year of Supervisory Experience

ABILITY TO:

- Troubleshoot complex electromechanical equipment.
- Ensure optimum use of manpower and materials.
- Maintain accurate logs and records.
- Communicate clearly both orally and in writing.
- Train, organize and provide Supervision to Plant Operators.
- Read and interpret plans and specifications.
- Ensure compliance with safework practices.

EXPERIENCE AND EDUCATION:

Any combination equivalent to experience and education that would provide the required knowledge and abilities. A typical way to obtain the knowledge and abilities would be:

EXPERIENCE:

Five years' experience in wastewater/water facility operations and maintenance with at least one year in an Operator II capacity, and one year of supervisory experience.

EDUCATION:

High school graduate or GED.