

PUBLIC WORKS DEPARTMENT WATER & SEWER DIVISION JOB DESCRIPTION

WWTP FOREMAN

EXEMPT: No UNION: No

GENERAL STATEMENT OF JOB:

Performs a variety of supervisory, skilled, technical, and maintenance work to ensure the highest quality effluent consistent with effluent limitations specified by the State Department of Natural Resources.

EXAMPLES OF WORK PERFORMED:

Section 1. Specific Activities

- 1.1 Conducts daily inspection of plant operation and quality of plant's performance.
- 1.2 Supervises, instructs and assists employees in operation procedures of wastewater treatment plant.
- 1.3 Schedules all work on daily, weekly, monthly, yearly basis; coordinate all vacations and absences to maintain plant operation. Recommends overtime to Utility Superintendent as needed.
- 1.4 Trains and supervises employees performing duties in operation of the wastewater treatment plant.
- 1.5 Requisitions needed supplies, equipment, and chemicals for the department in consultation with the Utility Superintendent and maintains a variety of records relating to personnel, equipment, supplies, water consumption and reports.
- 1.6 Inspects all equipment to make sure it is operating at top efficiency; assures that proper maintenance and servicing is performed on all treatment plant machinery. Records all daily, weekly, monthly operation data.
- 1.7 Completes and signs all monthly, quarterly, annually reports required by city and state.
- 1.8 Oversees the safety of equipment operators by instructing individuals in proper safety procedures and monitoring work in progress.

- 1.9 Collects samples and identifies concentrations of chemical, physical or biological characteristics of wastewater required in accordance with local, state and Federal requirements; gathers and tests wastewater samples for plant efficiency reports as required.
- 1.10 Completes these tasks annually: major repair work or replacement, state compliance maintenance report, state sludge management report, DNR plant inspection, laboratory reports; operating budget; major changes in operation requirements.

Section 2. Peripheral Activities

2.1 Perform other duties as requested or as needed.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Logical or scientific thinking to solve problems; several abstract and concrete variables. Arithmetic, algebraic, and geometric calculations. Working knowledge of equipment, facilities, materials, methods and procedures used in wastewater treatment plant maintenance and operation activities working knowledge of laboratory procedures and practices.

Skill in operation of listed tools and equipment.

Ability to compose original correspondence, follow technical manuals, and have increased contact with people. Ability to communicate effectively, verbally and in writing, with suppliers/vendors, the general public, federal/state governmental or regulatory agencies. Employee will be familiar with details of job to do it well within 2 years.

TOOLS AND EQUIPMENT USED:

Mechanical tools, pumps, centrifuge, blowers, compressors, valves, electronic measuring devices, generator, composite samplers, flow meters, all laboratory testing equipment.

CONFIDENTIAL DATA:

None.

ESSENTIAL PHYSICAL JOB REQUIREMENTS:

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, employee frequently stands; sits; walks; reaches; grasps; holds; uses repetitive movements; uses eye-hand coordination; hears; smells; talks; uses the telephone; works alone; stoops, kneels, crouches, or crawls; climbs stairs. Employee occasionally

drives motor vehicles; drives heavy equipment; keyboards; has contact with general public/customers; climbs ladders.

Employee must be able to occasionally lift up to 50 pounds. Specific vision abilities required by this job include distance vision.

ACCEPTABLE EXPERIENCE AND QUALIFICATIONS:

The following elements serve to identify the required acceptable experience and qualifications:

- 1 Minimum education: High School Degree, or GED equivalent, plus 2-3 years of other schooling to include water/wastewater, additional training in supervision, and
- 2 Related work experience of 3 to 5 years, or
- 3 Any equivalent combination of education and experience.
- 4 Wisconsin Wastewater Operator Certification including:
 - a. Biological Solids/Sludge Handling, Processing and Reuse- Advanced
 - b. Biological Treatment: Attached Growth Processes -Advanced
 - c. Biological Treatment: Suspended Growth Processes- Advanced
 - d. Disinfection Advanced
 - e. Laboratory Advanced
 - f. Nutrient Removal: Total Phosphorus Advanced
 - g. Solids Separation Advanced
- 5 A valid Wisconsin commercial driver's license (CDL) with B, C, N air brakes endorsement required

STATEMENT OF WORKING CONDITIONS:

The City of Platteville is a drug-free workplace.

The work environment characteristics described here are representative of those an employee encounters while performing 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, employee has daily contact with dirt using equipment/processes; temperature extremes, noise, and vibrations from equipment; dampness from processes/tunnels; equipment movement hazard from operations; dangerous chemicals/solvents from laboratory/workshop; electrical shock from equipment/MCC panels.

POSITION ACCOUNTABILITY:

REPORTS TO: Utility Superintendent.

<u>SUPERVISION EXERCISED</u>: Lab Tech/Operator and WWTP Operators report to Foreman. Supervisory responsibilities include instructing; reviewing work; maintaining standards; allocating personnel; selecting new employees; recommending transfers/promotions; recommending discipline; recommending discharge; assigning work; planning work of others; coordinating activities; acting on employee problems.

SELECTION GUIDELINES:

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

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 logical assignment to the position.

The job description 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.

CITY OF PLATTEVILLE VALUES

Having a Positive Impact on Our Community • Treating our Customers with Care • Working Cooperatively Together • Doing Quality Work • Demonstrating Integrity on the Job • Showing Flexibility and a "Can Do Spirit" • Acting as Good Stewards of the City's Resources • Ensuring Our Safety and the Safety of Others

Approved by Water & Sewer Commission: 7/9/01

Revision History: 7/1/96; 11/14/05; 12/31/10; 8/7/12; 12/31/15; 7/3/16, 1/16/17, 2/10/20