

CITY OF DODGEVILLE

WASTEWATER TREATMENT PLANT ASSISTANT FOREMAN

NATURE OF WORK

This is skilled work assisting in the operation and maintenance of the wastewater treatment plant and collection system.

Work involves a variety of tasks in the operation and maintenance of a municipal wastewater treatment plant and collection system to make sure the systems are operating continually at top efficiency. Direct supervision is received from the Wastewater Department Foreman and is reviewed through inspection and on the basis of results achieved.

ILLUSTRATIVE EXAMPLES OF WORK

- Inspects plant equipment and machinery to determine if all such equipment is operating properly; makes minor repairs and adjustments; notifies the proper authority of more serious malfunctions.
- Operation and servicing of pumps and motors.
- Uses SCADA system to view and troubleshoot plant and lift station operation.
- Perform lift station and collection system maintenance and repairs.
- Collects samples of sewage at various stages of the treatment process and performs the required laboratory analysis as required by the State of Wisconsin.
- Maintains availability at all hours for unusual and emergency situations and a rotating schedule for weekend work.
- Works in extreme temperatures and construction site hazards with routine physical demands of bending, climbing, twisting and lifting 75 pounds.
- Maintains various records on plant operation and maintenance.
- Performs related work as required.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

- Knowledge of the fundamental processes involved in the treatment and disposal of sewage.
- Knowledge of the occupational hazards and safety precautions in connection with the operation of the wastewater treatment plant and the ability to observe adequate safety precautions.
- Ability to use tools necessary in making general repairs; to use plant equipment to maintain plant appearance and upkeep of grounds.

- Knowledge of the methods, practices, tools and materials used in the mechanical maintenance and repair of pumps and related equipment; preventive maintenance practices applicable to wastewater system equipment; operation and repair of mechanical and electrical equipment used in a wastewater system.
- Proficiency in Microsoft Office and SCADA systems.
- Ability to operate dump trucks, backhoe and other construction and repair equipment.
- Ability to maintain effective working relationships with co-workers.
- Ability to follow oral and written instructions.
- Assist other departments as needed.

DESIRABLE EDUCATION AND EXPERIENCE

Graduation from a standard high school or vocational school, preferably supplemented by short courses in wastewater treatment operations.

Valid Wisconsin CDL, Class B, with tanker and air brake endorsements.

Some experience in the operation and maintenance of a treatment plant.

Possession of a Basic Wisconsin Wastewater Treatment Plant Operator’s license with all appropriate subgrades.

CLOSING STATEMENT

The description has been prepared to assist in evaluating duties, responsibilities and skills of the position. It is not intended as a list of specific responsibilities and duties, nor is it intended to limit duties to those listed. It is understood that the Director of Public Works has the right to assign, direct and modify duties and responsibilities as needed.

I have read and understand the essential functions of the job.

Signature: _____ Date: _____