

## CITY OF DODGEVILLE

### WASTEWATER TREATMENT PLANT FOREMAN

#### NATURE OF WORK

This is a skilled and responsible work in the operation and maintenance of the wastewater system.

Work involves a variety of tasks in the operation and maintenance of the wastewater treatment plant, lift stations and collection system as well as the supervision of subordinate operators. The work of the Wastewater Treatment Plant Foreman is performed under the general supervision of the Director of Public Works, to whom they report to and is directly responsible to, and the work is reviewed through conferences, observation and inspection of facilities and the adequacy and effectiveness of the wastewater system.

#### ILLUSTRATIVE EXAMPLES OF WORK

- Supervises and assists with the work of plant operators engaged in the operation, maintenance and mechanical repair of plant equipment and facilities, including skilled mechanical and electrical work.
- Inspects plant operations frequently to assure that all equipment is operating at top efficiency; assures that proper maintenance and servicing is performed on all treatment plant machinery and related equipment.
- Assists in the training of new operators; assures that all employees are aware of procedural changes.
- Uses SCADA system to view and troubleshoot plant and lift station operation.
- Performs lift station and collection system maintenance and repairs.
- Orders all supplies and equipment needed for plant operations; keeps various records on plant operations and maintenance and maintains a current inventory of supplies.
- Assists in coordinating sludge hauling and management with the Wisconsin Department of Natural Resources, contractors and landowners.
- Performs laboratory analysis of wastewater samples required by the State of Wisconsin and signs all reports sent to the Wisconsin Department of Natural Resources.
- Maintains availability for unusual and emergency situations such lift station call outs and including performing operator duties, when necessary.
- Works in extreme temperatures and construction site hazards with routine physical demands of bending, climbing, twisting and lifting 75 pounds.
- Performs related work as assigned.

## DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

- Thorough knowledge of the principles, practices and methods used in Wastewater Treatment Plant and collection system operations.
- Considerable 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 treatment plant equipment; operation and repair of the mechanical and electrical equipment used in sewerage treatment plants.
- Proficiency in Microsoft Office and SCADA systems.
- Knowledge of safety issues and procedures.
- Ability to operate dump trucks, backhoe and other construction and repair equipment.
- Considerable knowledge of collection system maintenance such as sewer main repairs, sewer main and lift station cleaning, and lift station pump repairs/replacement.
- Ability to organize, supervise and inspect the work of plant operators.
- Ability to understand and follow moderately complex oral and written instructions and diagrams.
- Ability to keep accurate records and prepare routine reports from such records.
- Ability to effect and maintain effective working relationships with co-workers.
- Ability to communicate effectively, both orally and in writing.

## DESIRABLE EDUCATION AND EXPERIENCE

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

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

Experience in treatment plant operation, maintenance and mechanical repair work.

Possession of Wisconsin Wastewater Treatment Plant Operator's license, Advanced, 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: \_\_\_\_\_