

CLOSED BY GOLDEN HANDSHAKE 03/29/2002

WASTEWATER FACILITIES FOREMAN

DEFINITION

Under general supervision, assists in planning, supervising and reviewing the work of staff performing operational duties involved in the operation and maintenance of a wastewater collection, treatment, disposal facilities and related facilities; performs related work as assigned.

CLASS CHARACTERISTICS

This is the lead supervisory and advanced skill level in wastewater collection, treatment and reclamation operations.

ESSENTIAL FUNCTIONS

These functions may not be present in all positions in multiple position classes. When a position is to be filled, the essential functions will be noted in the announcement of position availability.

Assists in planning, assigning, supervising, reviewing and evaluating the operation, maintenance and cleaning of wastewater collection, treatment, disposal facilities, storm drains, equipment and facilities; ensures that operations are in compliance with regulatory requirements.

Regularly inspects lift stations, collection system, treatment, storage and disposal facilities; reviews operating procedures to ensure adherence to maintenance, operation, and safety procedures; performs or directs servicing or repair of equipment; adjusts operating schedules as required to meet changing conditions and emergencies; reads and interprets plant piping and distribution plans; locates and troubleshoots plant malfunctions including electrical systems and makes necessary repairs or modifications.

Performs and leads the work of staff assigned to perform preventive maintenance and repair operations, painting, and facility and grounds maintenance activities; performs all operations duties required to operate the wastewater treatment plant; lift stations, and disposal facilities.

Monitors plant operations through visual means; checks the computer for alarms and other readings such as lift station level trending, equipment summary readings and flow totals.

Inspects projects in progress and upon completion; provides technical advice and assistance on problems and/or unusual situations.

Maintains records and writes a variety of reports and memos on work performed, materials and equipment utilization, and vandalism; maintains daily and monthly reports.

Assists in planning, organizing, and assigning work; develops and establishes work methods and standards; trains staff; provides input into the evaluation of employee performance; may recommend and implement disciplinary action; conducts safety programs and coordinates the training of subordinates.

Meets with the public and investigates complaints; provides relevant information.

Responds to emergency situations; operates a variety of equipment including backhoe, dump truck and loader.

QUALIFICATIONS GUIDELINESEducation and/or Experience

Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for acceptable job performance. Example combinations include equivalent to graduation from high school and three years of increasing responsible experience in a wastewater collection and treatment facility maintenance, operations and repairs including some lead supervisory experience.

Knowledge, Skills and Abilities

Considerable knowledge of operation and routine preventive maintenance of wastewater reclamation facilities and equipment; modern wastewater treatment and reclamation principles and practices; safety and public health rules, codes, and regulations pertaining to the work; methods and precautions in storing and handling chlorine and other hazardous gases and chemicals; shop mathematics; wastewater sampling and standard process control tests; technical, electrical and hydraulic principles as they relate to the operation of a wastewater treatment system; operations of the system, computers and a variety of software programs. Some knowledge of the principles and practices of employee supervision, including selection, training, work evaluation and discipline;

Ability to communicate clearly and concisely, both orally and in writing; research and prepare routine reports related to work performed; establish and maintain effective relationships with the community at large, and staff; assist in planning, directing, and coordinating the work of staff engaged in operating and maintaining a treatment plant; train, supervise and evaluate employees; read and interpret plans, maps, specifications and/or manuals; monitor operations of the system; estimate labor, material and equipment needs; respond to emergency and problem situations in an effective manner; understand, explain and apply policies and procedures; deal constructively with conflict and develop effective resolutions; assist in planning and enforcing a balanced budget; interpret financial statements and cost accounting reports; operate and maintain a variety of tools and equipment; meet the physical requirements established by the City.

Special Requirements

Possession of or ability to obtain a Class B California driver's license with appropriate endorsements and a satisfactory driving record.

Possession of a California Grade II Wastewater Treatment Plant Operator's Certificate issued by the State Water Resources Control Board.

PHYSICAL PROFILE: Category III; 2, 3, 4, 5, 6, 8, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22.

WWATERFOREMAN.SPC