

Public Works Foreman / Wastewater Facilities O&M Chief (Fulltime, non-exempt, represented by SEIU 1021)

Position Objective

Supervise the operations and maintenance of City's wastewater treatment and sewer facilities and directs operations of public works department. Instructions to the employee are general, but established policies, procedures and regulations provide guidance. The employee must use independent judgment when performing tasks.

Duties and Responsibilities

The following duties are normal for this position but should not be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Supervise O&M staff with all aspects of the operations and maintenance of the wastewater treatment facilities to ensure compliance with local, state and federal occupational health and safety, as well as state TNDEC and federal NPDES regulations.
- Supervise and direct the activities of Public Works Department staff, with direction of City Manager or Public Works Director.
- Supervise tests required by state and federal regulations.
- Supervise proper chemical dosages to effectively treat and discharge an effluent that consistently meets or exceeds all state and federal standards.
- Completes a variety of reports as required by local, state and federal regulations.
- Manages logical and orderly filing system for plant records and reports, and for correspondence.
- Operates wastewater treatment plant, including but not limited to: checks, repairs and maintains plant facilities and equipment; washes and cleans basins; administers chemicals, etc.
- Coordinates sludge treatment processes and schedules periodic sludge disposal.
- Operates and maintains ARSA sewer disposal system, including examination, operation and maintenance of pipelines, irrigation fields, reservoirs and associated wastewater disposal facilities. Works with ARSA General Manager and ARSA Engineer on state-mandated reporting requirements for ARSA system.
- Assists City Manager as directed in the preparation of budget and expenditure estimates and reports for operation and maintenance of the plant.
- Assists in the preparation of annual SMR/QA study and other reports as may be required from time to time.
- Performs and supervises general maintenance and labor activities at the wastewater plant as directed including preventative and emergency maintenance on wastewater pumps and other equipment. Such activities may also include seasonal mowing, weed eating, landscaping, painting, etc.
- Supervise O&M staff with selecting and purchasing equipment and supplies in a timely and effective and efficient manner.
- Develops annual work schedule in consultation with Public Works Superintendent or City Manager.
- Establishes priorities on a weekly basis with Public Works Superintendent or City Manager.
- Inspects field work underway as needed to ensure proper performance and to check on materials needed by workers.
- Lists supplies and materials needed, obtains competitive bids, requests purchase orders, receives and distributes supplies and materials, and maintains inventory of common items.
- Writes reports on vacation, sick leave, overtime, vandalism and other subjects needed to maintain records and control operations.
- Checks citizen complaints and service requests.
- Writes safe work procedures and develops methods and procedures for maintenance programs.
- Inspects public facilities on regular basis for safety hazards and arranges for repairs as needed.
- Arranges for periodic training of employees in the use of equipment, safety practices, new methods, etc.
- Maintains pool, tests chemicals and administers proper pool chemical dosing
- Performs other duties as required.

SUPERVISORY RESPONSIBILITY

Make recommendations concerning the hiring, promotion and/or discipline of employees. Provide on-the-job training and career development of plant personnel. Exhibits strong leadership abilities and maintains a positive attitude toward City. Recognizes and reports poor performance of O&M staff and contractors to the City Manager.

EDUCATION, TRAINING AND SPECIAL SKILLS

- Graduation from an accredited high school with additional formal training in chemistry, biology, sanitary and/or environmental engineering or related areas pertinent to wastewater plant operations, water quality, water testing, state and federal regulatory requirements, computers, SCADA equipment, etc.
- Knowledge of state, federal and local standards and regulations regarding wastewater collection and treatment.
- Knowledge and ability to operate and improve as may be necessary SCADA systems and components.
- Knowledge and ability to operate computers and computer equipment as required for typing letters (Microsoft Word), sending e-mails, developing and using spreadsheets and forms (Microsoft Excel, Microsoft Access), and other programs as may be required to use.
- Working knowledge of chemical analysis and laboratory tests required for wastewater treatment; knowledge in the use of laboratory equipment commonly used in a wastewater treatment plant laboratory.
- Working knowledge of the principles, practices and procedures of operating wastewater treatment facilities.
- Knowledge of the occupational hazards of work and necessary safety precautions.
- Knowledge of laws and regulations regarding employee health, safety and employment practices.
- Ability to plan, organize, assign, supervise and inspect the work of subordinates.
- Ability to conduct and supervise chemical, physical and bacteriological analyses.
- Ability to maintain inventory control and administer appropriate purchasing policies and procedures.
- Ability to establish and maintain an effective relationship with the public and other employees.

Essential Knowledge, Skills, and Abilities

Communications:

Must have the ability to actively listen to others for understanding of their needs and situations: ability to speak and write English clearly. Must be able to assertively control conversations in order to quickly and accurately gather pertinent information and be able to communicate this information professionally and precisely to the proper recipient. Must have the ability to understand and carry out written and oral instructions. Must be able to read and understand laboratory tests conducted in a wastewater treatment facility.

Decision Making:

Must act in a decisive manner, using good judgment. Must be able to assess problems and situations, able to anticipate needs and evaluate alternatives. Must be able to effectively interpret the policies and objectives of the City and the Wastewater Department.

Interpersonal Relationships:

Must be consistent in dealing with people; must be sensitive to others problems and concerns without direct involvement, must exclude personal biases from work performance; must have the ability to accept criticism and/or discipline; must have tact and diplomacy; must strive to promote a cooperative atmosphere in the department; must have a positive attitude. Must be able to maintain cooperative working relationships with employees, various organizations, and the public. Must have the ability to work safely.

Professional Attitude:

Must have commitment to the organization; willingness to take initiative; dependability; maturity in relationships

with other; and self-confidence. Must represent the organization to other agencies staff and citizens with a courteous, helpful, accurate and business-like attitude in all telephone and personal contact.

Quality of Work:

Must be able to produce quality, accurate work. Must be able to detect and correct errors. Must be able to utilize work time properly and productively.

Technical Knowledge:

Must have experience in a wastewater utility. Must have skill in the operation of a variety of lab equipment, generators, pumps, gauges, and other common tools. Must have the ability to perform control calculations.

Physical Abilities:

Must have the ability to read and discern visual images on a variety of media. Must have the ability to operate computer equipment up to long periods of time. Must be able to use a shovel, common hand and power tools, wrenches, detection devices, mobile radio, phone, calculator and a variety of lab equipment.

• **CERTIFICATES, LICENSES & REGISTRATIONS:**

Must possess a valid State driver's license. Must possess a valid State Grade II license and have at least five years experience at a Wastewater Utility. Must be able to obtain proper pool operator certification within one year of appointment.