

# *Timpanogos Special Service District*

## **Job Description**

Job Title: Operations Foreman	Job Code: 600
Department: Operations	Effective Date: 02/19
	Last Revised:

### GENERAL PURPOSE

Performs a variety of **supervisory and technical duties** related to the planning, directing, and coordinating the daily operations of the wastewater treatment plant, including processing, and regulatory compliance. Performs a variety of duties related to implementing risk management, loss prevention, inspections, safety and other programs.

### SUPERVISION RECEIVED

Works under the general guidance and direction of the Treatment Manager.

### SUPERVISION EXERCISED

Provides general supervision to Plant Operator(s) IV, III, II, and I.

### ESSENTIAL FUNCTIONS

Performs as the shift supervisor as assigned; oversees the operation of plant facilities and wastewater processing, including wetlands, and coordinates maintenance with maintenance foreman; coordinates daily work schedules, operations schedules and project priorities; assigns operator personnel as needed to expedite effective and efficient operations; observes on-going functions to assure quality of operations and employee performance.

Identifies safety exposures; appraises, analyzes and evaluates exposures to losses. Helps to determine corrective action and meets with staff to implement corrections. Assist with safety training.

Monitors materials, equipment and plant operations, maintains inventory, requisition supplies essential to system operations; purchases emergency supplies as needed and upon approval of District Manager; recommends inventory for stocking.

Prepares and updates operations manuals for plant use and provides instruction and training for plant personnel. Oversees and manages the plant operation's record keeping system, ensuring that accurate and adequate records are maintained, using the best available practices. Creates graphs and trend charts.

Reviews employee performance; makes evaluations related to work quality and efficiency; makes recommendations related to work advancement, dismissal and related personnel actions; participates in recruitment and selection processes, makes recommendations for hire. Directs trouble shooting as needed to manage emergency situations and complex problems encountered through day-to-day operations.

Attends various training sessions and professional workshops to maintain current knowledge and information in wastewater management; appraises departmental officials and managers as needed; consults with experts to maintain industry state-of-the-art operations and efficiency.

Performs various plant operator duties as needed; checks and assures that all stages of the wastewater treatment processes are maintained in working condition; periodically checks pumps, flow, mechanical, and chemical processes and pump stations.

Monitors plant control panels and operation processes including raw pumps, station alarms, final clarifiers, chlorine building, raw sludge pump house, digester facility and generator facility.

Inspects plant head works such as bar screens, grit chambers and air lift pumps; observes operations to assure proper processing of influent waste and effluent water; checks chlorination equipment and maintains proper flow of chlorine; processes checks for U.V. system.

Takes laboratory samples from various stages of treatment process; calibrates gauges, meters and measuring devices.

Pumps scum from clarifiers scum sumps to digester through variable speed raw sludge pumps; re-valves as needed to minimize transfer of water; maintains clean, unobstructed processing equipment.

Operates valves and pumps necessary to transfer sludge to digester; monitors valving, pumps, gauges, levels, temperatures, pressures and processes; records daily readings on various charts; prepares and sets up valving for transfer pumps.

Monitors valves, gauges, and processes in raw sludge pumping building; makes daily readings and records findings; checks sludge lines and pumps for plugging; cleans pumps as needed; sets sludge pumps timers as needed to meet changing raw sludge conditions.

Performs general equipment maintenance and cleaning; cleans sludge pumps, removes sticks and other obstructions; removes debris clogging grease troughs and clarifiers; back pumps as needed to clear lines; operates high pressure cleaning equipment.

Operates front-end loader, backhoe, trommel screen, sludge moving equipment, etc.; digs trenches, transports materials and waste; monitors chlorine building for proper operation of chlorination equipment and chlorine weight; maintains pump packing for proper drainage and repacks pumps as needed.

Performs related duties as assigned by Treatment Manager.

### MINIMUM QUALIFICATIONS

1. Education and Experience:

- A. Twelve years education required with preference given to college-level education in a job-related field such as chemistry, microbiology, biochemistry, bacteriology, environmental science or some other physical or life science.
- B. Six (6) years paid experience in process plant operations and maintenance. Specialization in wastewater or system process monitoring preferred.
- C. Up to two (2) years relevant education may substitute for equivalent experience.

2. Required Knowledge, Skills and Abilities:

- A. A minimum of four (4) years supervisory experience.
- B. Ability to direct and motivate subordinates to achieve objectives and to maintain organizational integrity, work well with other employee team members at all levels and the general public; prepare extensive and complex reports in oral and written forms and present them to persons of various backgrounds and educational levels.
- C. Proficient in Word, Excel and Data Base Management Systems.
- D. Thorough knowledge of technical treatment plant equipment and machinery and its operation, maintenance and repair; plant processes; thorough knowledge of hazards and precautions associated with plant operations and processes; thorough knowledge of plant policies and procedures; ordinances, laws, and regulations governing wastewater treatment and discharge promulgated by various State and Federal agencies; principles of supervision; laboratory procedures and the chemical and physical process involved in wastewater treatment.
- E. Working knowledge of laboratory procedures and the chemical and physical process involved in wastewater treatment; principles and practices of supervision and legal environment associated with personnel actions.
- F. Ability to understand and interpret blue prints, schematic drawings and maintenance manuals; make accurate decisions in emergency situations; perform complex mechanical repairs on pumps and other plant equipment; communicate effectively, verbally and in writing; develop working relationships with supervisors and co-workers.

3. Special Qualifications:

- Must possess a grade IV Wastewater Treatment Operator certification.
- Must be willing to work shift work and be subject to emergency call out.
- Must pass alcohol and drug test.

### WORK ENVIRONMENT

Daily exposure to hazardous conditions such as: working on high ladders and in manholes; daily potential for hazardous exposure to methane, hydrogen sulfide and related gases; daily potential for hazardous exposure to oxygen deficient atmosphere and ultra violet light; daily exposure to seasonal changes and weather extremes; daily potential for hazardous exposure to electrical shock, industrial wastes and raw sewage (containing pathogens such as typhoid, paratyphoid, dysentery, polio, tetanus, etc.); daily exposure to stressful environmental conditions such as dust, fumes, dampness, cold, heat and noise. Position requires use of basic human faculties, including talking, hearing and seeing.

**DISCLAIMER:** The above information is intended to describe the general nature of this position and is not to be considered a complete statement of duties, responsibilities, requirements or knowledge, skills & abilities.

I \_\_\_\_\_ have reviewed the job description. Date: \_\_\_\_\_