



<b>Position Title:</b>	<b>Waste Water Collections Foreman</b>
<b>Department:</b>	<b>Public Works</b>
<b>Supervisor</b>	<b>Public Works Division Director</b>
<b>Supervision Exercised:</b>	<b>Department Employees</b>
<b>FLSA Status:</b>	<b>Non-Exempt</b>
<b>Average Hours per Week</b>	<b>40</b>
<b>Position Type:</b>	<b>Full Time, Benefits Eligible</b>
<b>Pay Grade:</b>	<b>11</b>
<b>Location:</b>	<b>Operations, 3451 S. Ard Road</b>
<b>Last Updated:</b>	<b>December 4, 2019</b>

### **General Purpose**

The principal function of an employee in this class is to supervise and perform skilled maintenance and service work on City utility service lines and systems. This is a working supervisor position performing many of the same functions as a Lead Public Works Operator with the additional duties of planning and scheduling daily activities of assigned staff, leading a crew, operating heavy and light equipment, troubleshooting problems and implementing solutions, performing system tests to ensure the integrity and quality of operations, conducting work inspections, interacting courteously with customers, ensuring the safety of staff and the public in accord with city, federal and state requirements, completing and maintaining logs, records and files, and providing recommendations for department policies and procedures. The position supervises Waste Water Operators. The work is performed under the direction of the Public Works Division Director but latitude is granted for the exercise of independent judgment and initiative. The principal duties of this class are performed in a shop and outdoor environment that may involve inclement weather and potential personal hazards.

### **Supervision Received**

- Works under the supervision of and reports directly to the Public Works Division Director

### **Supervision Exercised**

- N/A

### **Essential Duties and Responsibilities (Illustrative Only)**

- Leading a crew, and performing the duties of staff to carry out daily operations of the City's wastewater systems, including but not limited to taking samples, updating logs of system operations, operating and maintaining equipment, assisting in training new operators, providing technical maintenance assistance for lift stations, providing supervision of training and safety programs, making recommendations for operations changes and improvements, preparing equipment specifications, instructing operators in methods and procedures, finding, repairing and troubleshooting problems, , ordering supplies, spare parts and chemicals, and adjusting facilities for effective operation, maintaining necessary records and preparing required reports;



- Responding to public or other inquiries regarding day-to-day operations of public works functions, and informing the Division Director of all issues;
- Supervising, monitoring, evaluating and participating in the daily operations of the wastewater division;
- Operating equipment and performing installation, maintenance and repair work on wastewater projects;
- Performing construction inspection of storm sewers, and other capital improvement projects;
- Making daily inspection of mechanical and electrical operating conditions of equipment and records findings;
- Performing general maintenance, recording actions taken, and reporting considerations to Division Director;
- Operating a variety of vehicles and heavy equipment, including but not limited to, tractor mowers, dump trucks, front end loaders and attachments, sweepers, pavers, backhoes, water tankers, snow removal vehicles, street marking equipment, graders, and related equipment;
- Operating a variety of hand tools and power equipment including but not limited to jackhammers, electrical testing equipment, metal detector, welder, hand held meter data collection device as needed;
- Performing installation and repair work including digging and backfilling trenches; installing and repairing pipelines;
- Performing snow removal operations;
- Recommending operational procedures proposals to the Division Director;
- Responding to public complaints and inquiries;
- Developing and maintaining positive working relationships with supervisor, co-workers, subordinates, the public, and other individuals or groups encountered through this position;
- Performing all duties with regard for personal safety and that of other employees and the public;
- Providing assistance and expertise to other City departments, agencies, and staff;
- Performing all work duties and activities in accordance with City and Department policies, procedures and safety practices.

### **Peripheral Duties**

- Street, snow, water, sanitation.
- Performs other related duties as assigned, consistent with this job description.
- May serve as a member on various committees.

### **Classification Requirements**

Knowledge of:

- Methods, materials, equipment, tools and standard practices for the installation, operation, inspection, maintenance and repair of assigned area which may include one or more of the following: water distribution, water storage, wastewater collection, street construction, sanitation, or other systems;
- Federal (OSHA) and state regulations and City policies regarding safety training and safe work practices;
- Methods, materials, procedures, and standard practices of snow removal, sanding, and de-icing;
- Heavy and construction equipment operation and maintenance;
- Equipment and tool operation and maintenance practices;
- Customer service principles and procedures;
- Federal, state, local, and other applicable traffic and safety laws, regulations, ordinances, and codes;
- Principles and practices of supervision, assigning work, training employees and evaluating work.



Ability to:

- Supervise, perform and implement daily operations and maintenance of wastewater systems;
- Ensure the safety of staff and operations in accordance with City, State and federal requirements and regulations;
- Communicate effectively both orally and in writing with the public, peers, the Mayor, City Council and City employees.
- Exercise sound judgment and generate workable solutions in problem situations;
- Produce and maintain accurate and legible reports and documents;
- Establish and maintain effective working relationships with elected officials, state agencies, local governments, contractors, co-workers, and the public under all conditions;
- Interpret and apply complex laws, regulations, standards and policies;
- Analyze and appropriately solve problems and resolve conflicts;
- Maintain a professional demeanor at all times;
- Perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Operate standard office equipment and a personal computer using program applications appropriate to assigned duties;
- Demonstrate integrity, ingenuity, and inventiveness in the performance of assigned tasks;
- Use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Subject to after-hours call response rotation;
- Required to be on scene within 20 minutes in the event of a utility emergency.

#### **Minimum Acceptable Experience and Training**

- High School diploma is required and a two (2) year AA degree or its equivalent is preferred;
- Two (2) years' experience in public works administration of wastewater and maintenance including supervisory experience, is preferred; or
- Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the duties of this job.

#### **Special Qualification**

- Idaho Wastewater Collections Class II Certification for Sewer Division positions; with the ability to obtain a Class III;
- All positions require a valid Idaho Driver's License with Class B CDL, with tank endorsements.

#### **Essential Physical and Technical Abilities**

An employee in this class should have sufficient physical and mental capability, with or without reasonable accommodation to:

- Listen and respond to voice instructions; to communicate effectively in person, on the telephone and in a field environment; to discern and give verbal instructions;
- View and review a wide variety of written and electronic materials, to operate computer and related office equipment; to review construction plans and blueprints; to observe and analyze water, wastewater, solid



waste, and streets systems and operations; and to operate power and hand tools, and heavy or light equipment;

- Handle a variety of records and files; to operate standard office equipment and a personal computer, power and hand tools, and heavy or light equipment;
- Perform essential job functions in an office or field setting that may require lifting/moving 50 lbs., bending, stooping, kneeling, climbing, stretching and other physical exertions including performing tasks involving hand/wrist/arm movements.

#### **Tools, Equipment, and Information Technology (IT) Required for the Position**

- Computer and network access
- Software
- Caselle Connect Online
- Sensus Meter Software
- IWORQs Assets and Work order Management software
- Manager Plus Fleet Management Software
- Microsoft Office
- SCADA/Ignition Software
- Internet Access
- Desk phone
- Cell phone
- Other technology needs consistent with this job description from time to time.

#### **Work Environment**

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee works mostly in an outdoor environment with exposure to outside weather conditions and is occasionally subjected to wet, cold and/or icy conditions. The employee may work near moving mechanical parts and in high, precarious places and is can be exposed to wet and/or humid conditions, fumes or airborne particles, odors, toxic or caustic chemicals, risk of electrical shock, and vibration. The noise level in the work environment is usually moderately noisy.

#### **Travel Requirements**

- The employee must possess and maintain a valid Idaho driver's license and proof of valid insurance.
- Some travel required.

#### **Disclaimer**

Must perform the essential duties and responsibilities with or without reasonable accommodation efficiently and accurately without causing a significant safety threat to self or others. The above statements are intended to describe the general nature and level of work being assigned to this position. They are not intended to be construed as an exhaustive list of all responsibilities, duties and/or skills required of individuals in the job. This job



description is not an employment agreement and/or an expressed or implied employment contract. Management has the exclusive right to alter this job description at any time without notice.

**Acknowledgement**

I have reviewed and agree this Job Description accurately reflects the current responsibilities of my position. I also acknowledge this Job Description will be placed in my Personnel File.

Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_