

## Slippery Rock Municipal Authority

### WASTEWATER TREATMENT PLANT FOREMAN

#### JOB DESCRIPTION

**Classification Responsibilities:** The Wastewater Treatment Foreman is responsible for the direction of the Operation and Maintenance of the Authority's Wastewater Plant which includes all activities related to the installation, inspection, repair, and maintenance of the Wastewater treatment plant. Duties include but not limited to: laboratory testing, planning, organizing, coordinating, staffing, and directing the wastewater treatment plant. The foreman is responsible for providing the General Manager with all pertinent information related to emergency water or wastewater problems, issues, and outages. The employee in this class must be on call on a 24-hour basis to cover emergency situations and available to work weekend and holiday rotations. This position is given considerable latitude for independent judgment and decision-making in order to ensure compliance with federal and state wastewater standards. The employee is responsible for maintaining a safe working environment which complies with federal and state guidelines. Foreman is responsible for assuring compliance with the regulations promulgated by Department of Environmental Protection.

#### QUALIFICATIONS

**Employee Values:** All employees of Slippery Rock Municipal Authority are expected to uphold and exhibit the Authority's shared employee values of Knowledge, Respect, and Integrity. **Minimum Qualifications Required.** Any combination of training, education, and experience equivalent to four or more years in the planning, operation, and maintenance of a wastewater treatment facility.

**Special Requirements:** Must possess Class A or B operator's license with 1 (activated sludge) and 5 (Laboratory supervisor) endorsement for wastewater from Pennsylvania Department of Environmental Protection. Must possess valid Pennsylvania Motor Vehicle Operator's license and be insurable.

#### ESSENTIAL FUNCTIONS

**Communication:** Communicates with contractors, developers, and the public in order to disseminate information regarding the wastewater treatment plant and resolve related problems and provides project status and updates to the General Manager. Communicates with the General Manager in order to prevent, resolve, or minimize the impact of utility problems.

**Manual/Physical:** Operates a motor vehicle requiring a standard Pennsylvania Driver's License to attend meetings or to perform inspections of plant conditions, work crews and equipment. Observes, inspects, and monitors crew and work being performed to determine compliance with prescribed operating and safety standards and industry standards for operations and maintenance.

Physical: The physical requirements described below must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be requested pursuant to law by individuals with disabilities.

- Corrected vision in order to make visual observations of computer screens, pump stations, grounds and equipment.
- Repetitive bending, twisting, standing, sitting, reaching, walking, stooping, kneeling, crouching and crawling.
- Ability to receive detailed information through oral and written communication and to make fine distinctions in sound, such as when making adjustments on equipment.
- Significant physical labor with lifting up to 75 pounds.
- Ability to convey detailed instructions accurately, loudly, and quickly to other workers when working near machinery.
- Ascending or descending ladders, stairs, and ramps requiring the use of feet, legs, hands and arms up to three (3) stories in height (30').
- Ability to work in confined spaces.
- Ability to work in extreme weather conditions.

Mental: Comprehends and makes inferences from written material in order to analyze data, produce documents, supervise staff, and make operational decisions. Prioritizes and assigns work to personnel and prioritizes own work. Develop and update of wastewater treatment plant maintenance management system including but not limited to; meters, blowers, sludge press, pumps, computer systems, grit removal equipment and SBR tanks. Analyzes utility problems and determines corrective actions. Learns job related material through hands on training and in a classroom setting. Analyzes data in order to make recommendations to management regarding projects for repair and replacement, staffing, and budget. Participates in the long-range planning and design wastewater infrastructure replacement and maintenance projects. Coordinates work activities and program functions with other Authority departments. Performs mathematical calculations.

#### Knowledge and Abilities

Knowledge of: engineering related principles and practices applicable to wastewater. Wastewater collection systems; Principles, materials, methods, and techniques used in the repair and maintenance of wastewater treatment plant; Safety methods and procedures used in wastewater collection system work; Pumping stations, metering, sampling station, and odor control stations.

Ability to: be tactful with the general public and utility customers; Learn the rules and regulations of Slippery Rock Municipal Authority; Compliance with wastewater collection standards and specifications; Interpret project plans, blueprints, and diagrams to determine equipment, materials, and supplies needed to complete project. Understand and established procedures for installing, maintaining, and repairing wastewater treatment facilities.

Wastewater Treatment Plant Foreman duties listed above is intended only as general illustrations of the various types of work that may be performed. Specific statements of duties not included does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change by the Authority as needed.