



Tuolumne Utilities District
Job Description
WATER FOREMAN

POSITION:	Water Foreman	DEPARTMENT:	Water
REPORTS TO:	Water Superintendent	FLSA Status:	Non-exempt
PAY RANGE:	44	DATE PREPARED:	October 2014
INCUMBENT:			

General Description:

Under direction of the Water Superintendent, leads and participates in the day-to-day operations of the District's water treatment and distribution systems; trains and schedules the work of the water department staff in a lead supervisory capacity; provides technical support to the Water Superintendent; assumes duties of Water Superintendent in his/her absence; performs all duties related to water treatment plant operations; and performs other related work as required.

Essential Functions: - *Essential responsibilities and duties may include, but are not limited to, the following:*

- Provides lead direction, training, scheduling and day-to-day work review for the operation of water treatment plants, and related facilities and systems.
- Provides technical guidance to water department staff on system operations and maintenance, and interpretation of policies and procedures.
- Assists in budget preparation for water operations.

Water Treatment Plant Operator Responsibilities

- Operates and maintains a variety of automatic and manually controlled equipment, motors, and pumps used in the treatment, purification, and disinfection of water.
- Regulates and controls the amount of chemicals used to maintain specified water treatment requirements.
- Takes samples, performs standardized quality control tests, and adjusts chemical feeders and other plant equipment according to results.
- Reads, interprets, and records data, such as residual content of chemicals, water turbidity, water pressure, biological activity, etc.
- Makes regular assessments of water flow, turbidity, pressure, chemical use, residuals, and other pertinent data to maintain proper plant operating conditions.
- Performs a variety of maintenance and repair work on plant facilities and equipment.
- Observes pumping equipment and troubleshoots and identifies possible problems and operating difficulties.
- Backwashes filters.
- Changes recording charts as required.

- Maintains logs, records, and data systems for required plant reports.
- Performs general maintenance on facilities and grounds.
- Inputs data into computer to develop database for generating plant operations reports.
- Operates a District vehicle.
- Practices and ensure adherence to District and OSHA plant safety procedures.

Qualification Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge of:

- Principles of supervision, training and effective personnel management.
- Methods, materials, procedures, and equipment used in the operation and maintenance of water treatment plants and facilities.
- Water treatment methods, principles, and practices.
- Federal, state, and county regulations pertaining to water treatment plant operations.
- Methods and precautions for handling and storing potentially hazardous chemicals.
- Standard water quality tests.
- Plant measurement and recording equipment.
- Correct application and usage of the English language, including spelling, grammar and punctuation.
- Principles and practices of effective customer service.
- Principles and practices of safety management.
- Office equipment including use of applicable computer applications.
- Use of SCADA systems in the operation of water treatment plants.

Ability to:

- Supervise, schedule, train, motivate, coach and evaluate assigned staff.
- Establish and maintain effective working relationships with district staff, the public, and other public and private agencies.
- Evaluate maintenance and operations issues, develop alternatives, and implement effective courses of action.
- Provide technical advice and recommendations on maintenance and operation activities.
- Perform a variety of operations and maintenance assignments.
- Operate automatic plant control systems.
- Read plant measurements and recording equipment, interpreting results to make adjustments to plant operations.
- Troubleshoot, diagnose, and correct a variety of operating problems.

- Use proper safety precautions in working with plant chemicals.
- Perform standard water quality tests.
- Maintain and update plant records and logs.
- Read and interpret plant piping and distribution diagrams.
- Understand and carry out oral and written directions.
- Establish and maintain cooperative and effective working relationships with those contacted in the course of the work.
- Read and write at the level required for successful job performance.
- Perform algebraic and geometrical calculations.
- Perform metric conversions.
- Operate and use office equipment including a computer, applicable software and treatment plant SCADA system.
- Communicate clearly and concisely, both orally and in writing.

Physical Demands:

The physical demands described herein are representative of those that must be met by an employee to successfully perform 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 is regularly required to display verbal skills to effectively interface with other staff members, the public, other public agencies and contractors; ability to sit; stand; kneel; bend; squat; walk; climb and negotiate uneven terrain; ascend and descend steps, ladders and embankments; lift, push, pull and carry up to 50 lbs.; use hands and fingers to handle or feel objects and controls; and drive a vehicle in all weather conditions.

Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to adjust focus.

Work Environment:

The work environment characteristics described below are representative of those an employee encounters while performing the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Outside: Drive a vehicle and perform tasks in a variety of weather conditions ranging from snow to 100°F; confined work space; heights, such as ladders.
- Inside: Work performed in a temperature-controlled environment.
- Fumes/Gasses: Exposure to various vapors from powder and liquid chemicals; dust from printing cartridges; gasoline fumes.
- Noise/Vibration: Exposure to generators.

Education/Certification:

- High school diploma or general education degree (GED).
- Must possess a valid Water Treatment Plant Operator Certificate – Grade 3 issued by the California State Water Resources Control Board, and obtain a Grade 4 within 18 months.
- Must maintain educational requirements for treatment certification.
- Must possess a valid California driver’s license, have a satisfactory driving record, and be insurable by the District to operate District vehicles.

Experience:

Minimum of five years’ experience in the operation of water treatment plants and related facilities.

Work Hours:

7:00 a.m. to 3:30 p.m., five consecutive workdays assigned on three-month rotation. Subject to change, as required to meet the needs of the District. Must be willing to work overtime and/or alternate schedule when required. Must be willing to participate in the on-call standby rotation on a regular basis.

I have reviewed this job description and agree to obtain or maintain any job specific requirements.			
_____	_____	_____	_____
Supervisor’s Signature	Date	Employee’s signature	Date
Position Approved by General Manager: Approval Date: ____ / ____ / ____			