



Tuolumne Utilities District  
Job Description

POSITION:	Collection Foreman	DEPARTMENT:	Operations
REPORTS TO:	Collection Superintendent	DIVISION:	Collections
PAY RANGE:	42/44	FLSA Status:	NON-EXEMPT
INCUMBENT:		DATE PREPARED:	October 2021

**Summary:**

Under direction of the Collection Superintendent this single position class, leads and participates in the day-to-day operation and maintenance of the collection system; performs, trains and directs the work of Collection System Operators in a lead supervisory capacity; provides technical support to the Collection Superintendent and may assume some responsibilities in their absence; reads and records data, and performs a variety of construction, maintenance, and repair work on the collection system and related facilities; assist the Collection Superintendent in the implementation of the District's flushing and video inspecting programs ensuring regulatory and reporting compliance; and performs other related work as required.

**Supervision Received and Exercised:**

Receives direction from the Collection Superintendent. Exercises direct supervision over assigned personnel. Coordinates and oversees the activities of vendors, contractors and/or subcontractors selected for individual projects. General supervision may be exercised to administrative, or support staff as assigned. May have lead responsibilities over multidisciplinary teams for a specific task or project.

**Class Characteristics:**

Performs the most difficult and responsible types of duties associated with the operation and maintenance of the collection system including pipeline inspections and testing, lift station inspection and maintenance, and utility locates.

**Essential Job Functions (Illustrative Only):** - *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 Collection System Operators involved in the operation and maintenance of the sewer collection and related facilities and systems meeting all federal, state, and local requirements and customer needs.
- Provides technical guidance to assigned staff regarding all aspects of operations and maintenance, and interpretation of policies and procedures.
- Assist in budget preparation for the department's operations.
- Ensure the safety and security of employees, and ensure compliance with District and governmental safety policies, procedures, and regulations; including but not limited to, the MOU with the Union, Personnel Policy, the Injury and Illness Prevention Program and other safety programs.

- Directs and performs a variety of construction, maintenance and repair of the departments' systems and related facilities, for emergency and non-emergency work including landscape maintenance such as weed and vegetation control, plumbing and assisting the repair of sewer pipe replacement.
- Develops and coordinates all preventative maintenance operations, plans maintenance and repair activities, and coordinates daily work schedules, ensuring that equipment and materials are available and as to minimize impact of sewer back-ups and pump failures on District facilities, customers and the environment.
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- Ensures the care and maintenance of District vehicles, tools, and equipment.
- Oversees the operations and maintenance of District's sewer collections system, interceptors, and lift stations, reports and corrects illegal use of District's facilities and makes recommendations to the superintendent any collection system workorders.
- Oversees and performs the duties of Collection Systems Operator including routine flushing, smoke testing of the system, preventative maintenance programs, routing inspections of septic tanks and grease traps, implementation of the District's SSMP, and I&I programs.
- Responds to emergency situations to repair or oversee repairs, reports all major maintenance and damage repair requirements to supervisor.
- Responds to customer request for service assistance, SSO's, complaints and works with customers to resolve problems. Assists Customer Service with customer issues.
- Operate hand and power tools, the Flush and vacuum trucks, and CCTV equipment.
- Performs administrative support functions for division which includes providing technical and administrative support in the preparation of correspondence, reports, and other documentation in support of the day-to-day administrative functions.
- Directs the repairs and maintenance of pumps and pressure regulating equipment and ensures that preventative maintenance is performed as scheduled.
- Oversees and performs the Underground Service Alerts (USA) activities.
- Assist the division Superintendent with evaluating day to day performance of subordinate personnel.
- Assist division Superintendent with resolving disciplinary issues with subordinates and implementing corrective action.
- Performs other related work as required.

**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:**

- Federal, state, and local rules and regulations, reporting and compliance requirements, as they pertain to the collection system, operations, and maintenance.
- Safe operation of, and use of, a wide variety of light, moderately heavy, and heavy power-driven equipment.
- Proper care, maintenance and use of hand and power tools and equipment.
- Assess and report information on sewer collection system issues to the superintendent.

- Procedures, materials, tools, and equipment required for maintaining centrifugal and submersible pumps, ARV's, blow off valves, motors, and other equipment need to ensure the proper conveyance of wastewater.
- Operation and application of Microsoft Office products (Excel, Word, Outlook)
- Correct application and use of the English language, including spelling, grammar, and punctuation.

Responsibility to:

- Report any safety risks or hazards or any work assignment that you feel would require you, or the employees you supervise, to perform the work in an unsafe manner.
- Meet requirements, responsibility, and accountability as Legal Reporting Officer.

Responsibility to ensure that all personnel under your supervision are:

- Obeying and promoting safe work practices.
- Properly trained in safe work practices and procedures.
- Operating equipment safely and properly and utilizing proper personal protective equipment.
- Acknowledging the use of safeguards by other employees. Reporting any removal, displacement, damage, destruction, or tampering of safety devices, safeguards, notices or warnings.
- Following OSHA regulations. (OSHA requires that those in supervisory positions ensure subordinate personnel adhere to the appropriate safety procedures in performing all duties. Failure to provide proper supervision may result in civil and/or criminal sanctions for the District and supervisor).

Skill/Ability to:

- Supervise and lead in a manner that fosters a work environment that is professional, courteous, and respectful, and that is free of insubordination, dishonesty, or harassment of any kind.
- Actively and genuinely support District management to include the District's mission, management goals and objectives. Understand District policies (i.e. MOU, Personnel Policy, safety, etc.) in order to effectively manage and evaluate department staff.
- Direct, coordinate, schedule, train and supervise personnel directly.
- Establish and maintain effective working relationships with management, subordinates, the public, and other public and private agencies.
- Perform algebraic and geometrical calculations and metric conversions, calculate water flows and capacities.
- Read, interpret, and implement procedures, regulations, and policies as established and required by regulatory agencies. Assess the condition and maintenance requirements of department facilities and determine the most appropriate method of repair with minimal impact to customers.
- Read plans for new construction, and supervise the use of, a variety of hand and power tools with skill and safety.
- Read and interpret maps, gauges, meters, piping and/or system diagrams, instructions, work orders, safety and operation manuals, letters, reports, memos, and messages.
- Make sound decisions based on experience and working with others.
- On a continuous basis, know and understand all aspects of the job.

- Troubleshoot collection issues within the system, lift station pump issues, and analyze work and equipment required to maintain the system and perform repairs.
- Work with the public and/or other agencies in the resolution of complaints.
- Perform strenuous and relatively complex repairs, often exposed to inclement weather conditions.
- Drive District's vehicles, use and maintain a variety of equipment, hand and power tools with skill and safety.
- Perform a variety of skilled and semiskilled plumbing functions.
- Develop and maintain system records and reporting procedures.
- Read and interpret gauges, meters, and District maps.
- Read, write, and make math computations at the level required for successful job performance.
- Understand and carry out oral and written directions.

**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 and the public; sit and stand for extended periods of time; walk, climb and negotiate uneven terrain; climb, ascend and descend steps and embankments; lift, push, pull and carry up to 75 lbs.; kneel, stoop, bend, squat, use hands to grip, finger, handle, or feel objects, tools 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 and ice to more than 100 degrees F. Work in confined workspaces and at heights, such as ladders.
- Inside: Work performed in areas that are frequently without temperature controls.
- Fumes/Gasses: Exposure to vapors and/or airborne particles from powder and liquid chemicals; gasoline fumes.
- Noise/Vibration: Moderate exposure to noise, and moderate vibration from tools and equipment.

**Education and Experience Requirements:**

*Any combination of experience and education that would likely provide the required knowledge, skills and abilities may be qualifying as determined solely by the District. A typical way to obtain the knowledge, skills and abilities would be:*

Education/Certification/License:

- High school diploma or general education degree (GED)
- Must possess a valid Class A/B California driver's license, have a satisfactory driving record, and be insurable by the District to operate District vehicles.
- Must possess a current Collection System Maintenance Grade 3 (Range 42), or Grade 4 (Range 44) Certification issued by CWEA.

**Experience:**

Minimum of five years' of progressively responsible experience in the operations, maintenance, and construction of wastewater collection systems of comparable size and complexity, two years of progressively responsible experience in the operations, maintenance, and construction of the TUD collection system, with demonstrated leadership competency.

**Special Testing:**

Drug/Alcohol Testing: This position is subject to drug and alcohol testing requirements of the Omnibus Transportation Employee Testing Act of 1991, under the administration of the Federal Department of Transportation.

**Work Hours:**

Typical between 6:00 AM and 5:00 PM working either a 5/8 or 4/10 schedule based on the needs of the district. 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 agree to adhere to the requirements stated in this job description.

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee's signature

\_\_\_\_\_  
Date

Approved by General Manager:    Approval Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_