



Tuolumne Utilities District
Job Description

POSITION:	Wastewater Foreman	DEPARTMENT:	Operations
REPORTS TO:	Wastewater Superintendent	DIVISION:	Wastewater Treatment
PAY RANGE:	42/44	FLSA Status:	NON-EXEMPT
INCUMBENT:		DATE PREPARED:	March 2021

Summary:

Under direction of the Wastewater Superintendent this single position class, leads and participates in the day-to-day operation and maintenance of the wastewater treatment plants and reclamation systems, and may act as Chief Plant Operator (CPO); performs, trains and directs the work of department staff in a lead supervisory capacity; may provide additional support in the Superintendent's absence; reads and records data, and performs a variety of construction, maintenance, and repair work on the wastewater systems and related facilities; and performs other related work as required.

Supervision Received and Exercised:

Receives direction from the Wastewater Superintendent. Exercises technical and functional supervision over assigned personnel and assists with the coordination and oversight of the activities of vendors, contractors and/or subcontractor selected for individual projects, and general supervision may be exercised to administrative or support staff as assigned. May have lead responsibilities 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 wastewater treatment plants and reclamation system.

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 assigned personnel involved in the operation and maintenance of the department and related facilities and systems meeting all federal, state, and local requirements and customer needs.
- Monitors and controls the operation of District wastewater treatment and pumping facilities to achieve proper processing of wastewater within mandated operating requirements. Waste Discharge Requirements (WDR)
- Oversees the treatment processes, develops spreadsheets, and enters data in appropriate logs, and submits reports as required.
- Provides technical guidance to assigned staff regarding all aspects of operations and maintenance, and interpretation of policies and procedures.
- Orders chemicals, supplies, equipment and materials for operations and maintenance activities and recommends purchase of major equipment.

- Evaluates existing wastewater treatment plant operations and maintenance procedures and recommends new procedures or modifications to increase operational efficiency.
- Performs work of Wastewater Treatment Plant Operator, including sample collection and performance of routine tests and chemical analysis, to assure the required degree of effluent purification is achieved.
- 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 leaks.
- Develop and coordinates daily work schedules, ensuring that equipment and materials are available and as to minimize impact to District facilities and customers.
- Performs and directs all preventative maintenance operations and plans maintenance and repair activities to minimize impact to District facilities and customers.
- Ensures the care and maintenance of District vehicles, tools, and equipment.
- Oversees the District's reclamation system including meter reading, valve maintenance, daily, weekly routines, testing and monitoring of irrigation ponds, monthly and annual reclamation reports. flushing, and makes recommendations to the superintendent for any system workorders.
- Performs the most difficult work related to operations and maintenance of treatment plants, and reclamation systems including troubleshooting unusual or dangerous operating conditions and make timely adjustments to correct problems identified.
- Responds to emergency situations to repair or oversee the repairs, reports all major maintenance and damage repair requirements to supervisor.
- 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.
- 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 wastewater collection, treatment, and reclamations operations and maintenance.
- Methods, materials, procedures, and equipment used in the operation and maintenance of wastewater plants and reclamation facilities.

- Rules and regulations pertaining to handling, storage, and disposal of hazardous and toxic materials and waste.
- Safe operation of, and use of, a wide variety of light, moderately heavy, and heavy power-driven equipment.
- Calculation of water flow and capacity, techniques, and practices of regulation of water flows.
- Procedures, materials, tools, and equipment required for maintaining, the wastewater collection, treatment, and reclamation systems.
- 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.

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.

Skill/Ability to:

- 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 (e.g. MOU, Personnel Policy, safety, etc.) in order to effectively manage and evaluate department staff.
- Direct, coordinate, schedule, train and review the work of others in a lead capacity.
- Establish and maintain effective working relationships with management, co-workers, 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 issues, and analyze work and equipment required to maintain the systems 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, 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 50 lbs.; kneel, stoop, bend, squat, use hands to 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 or obtain within a specific period of time, a valid Class B California driver's license, have a satisfactory driving record, and be insurable by the District to operate District vehicles.
- Must possess a valid Wastewater Treatment Plant Operator Grade 3 (Range 42), or Grade 4 (Range 44) certification issued by the State Water Resources Control Board (SWRCB).
- Grade 2 Collections Certificate from the CWEA, or the ability to obtain within twelve (12) months.

Experience:

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

Work Hours:

Typical between 6:00 AM and 5:00 PM working either a 5/8 or alternative work 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: ____ / ____ / ____			